



# **SPIRIT Implementation – GAP Analysis**

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*Prepared for:*

**State of Alaska**  
Department of Health and Social Services

By:



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## Circulation

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## 1 Acronyms & Terms

The acronyms and terms identified below are found within this document.

Acronym / Term	Description
ADD	Actual Delivery Date
AKSAS	Alaska Statewide Accounting System
AKWIC	Alaska Women Infants and Children's legacy software system
ASI	AnalyzeSoft, Inc.
BFPC	Breastfeeding Peer Counselor
BMI	Body Mass Index
CPA	Competent Professional Authority – An individual in the WIC clinic with the authority to certify participants.
CSFP	Commodity Supplemental Food Program
DBA	Database Analyst
DOB	Date of Birth
DHSS	Department of Health and Social Services
DPA	Department of Public Assistance
EDD	Expected Delivery Date
ENPR	Enteral Nutrition Prescription Request
EOD	End of Day – A process utilized by SPIRIT to perform nightly batch functions on system records.
EOM	End of Month – A process utilized by SPIRIT to perform monthly batch functions on system records.
.EXE	Executable – a software application file type.
FCS	Food and Consumer Services
FDTU	First Date to Use (Food Instruments)
FFY	Federal Fiscal Year (October 1 – September 30)
FMNP	Farmer's Market Nutrition Program
FMS	Finance and Management Services
FMV	Farmer's Market Vendor
FSP	Food Stamp Program
FSRD	Final System Requirements Document
LDTU	Last Date to Use (Food Instruments)
LMP	Last Menstrual Period

MOV	Mail Order Vendor
SFY	State Fiscal Year (July 1 – June 30)
FI	Food Instrument
FNS	Food and Nutrition Services, a division of the United States Department of Agriculture
FReD	Federal Requirements Document for a Model WIC System published by the United States Department of Agriculture Food and Nutrition Services.
FSRD	Functional Systems Requirements Document
LA	Local Agency
P&P	Policies and Procedures
PDF	File extension commonly used for Adobe® Acrobat® files
POS	Point of Sale
RD	Registered Dietician
SA	State Agency
SAM	State Agency Model
SoA	State of Alaska
SOAP Note	Subjective, Objective, Assessment, and Plan – Clinical documentation often used for progress notes.
SPIRIT	<i>Successful Partners in Reaching Innovative Technology</i>
SSN	Social Security Number
SUG	SPIRIT Users Group
USDA	United States Department of Agriculture
VENDMAST	Master Vendor Management Spreadsheet
VENA	Value Enhanced Nutrition Assessment
VOC	Verification of Certification
WIC	Women, Infants and Children

## 2 Introduction

The Alaska WIC Program currently serves approximately 26,000 women, infants, and children through ~29 fixed clinic locations with 235 additional communities served on an itinerant basis. The state currently conducts local agency and clinic operations by funding ~16 grantee organizations.

The State of Alaska Department of Health and Social Services (DHSS) Division of Public Assistance (DPA) has contracted with AnalyzeSoft, Inc. (ASI) to implement the WIC SPIRIT SAM Client Information System. The Alaska WIC program is currently operated and maintained through the Alaska WIC application (AKWIC), Alaska Statewide Accounting System (AKSAS), Mail Order Vendor (MOV) Subsystem, VENDMAST, and other spreadsheets created and managed by State Program Staff. The State of Alaska WIC program has determined that the most effective and efficient manner of deploying the new system (SPIRIT) is to accept the new system “as-is” utilizing out-of-the-box functionality while modifying their business processes where needed. ASI is anticipating modifications to the banking file only in addition to business rule choices, revising templates, and parameter changes. No modifications are expected to be made to the banking interface as per the RFP: “...modifications are expected to be limited to business rules choices, revising templates, or parameter changes such as adjustments to drop down values or food packages.”

The GAP Analysis was created from information obtained through the following methods:

- On-site and teleconference meetings with Alaska WIC State Program Subject Matter Experts;
- Utilizing the AKWIC and SPIRIT (Version 2.13.08) systems to validate functionality;
- Alaska WIC Policies & Procedures Manuals obtained from the public DHSS website;
- SPIRIT documentation obtained from the FNS website;
- SPIRIT User Group (SUG) website;
- Functional Requirements Documents (FReD) for a Model WIC System;
- ASI Subject Matter Experts.

The GAP Analysis does not address business process or policy changes not driven by SPIRIT business rules or requirements. Instead, the State of Alaska is providing a “Process Owner” and/or “Process Manager” who attends each of the fourteen (14) detailed walk-throughs to document potential processes and/or policy changes. This resource would aggregate process / policy changes, identify risks and issues, and work with State Program Managers to update Policies and Procedures as determined by the State WIC Director.

The GAP Analysis Document culminates in six (6) distinct sections.

- 1) The **GAP Analysis** section describes business rule choices available in SPIRIT for the 2.13 release; the choices that the State of Alaska WIC Program Director and Managers have made; how Alaska’s system and business processes support or do not support the business rule; how SPIRIT’s system and business processes support the business rule; the type of change necessary for Alaska WIC to effectively utilize the new system; and the anticipated impact of the change. Impacts which identify training activities will be addressed through ASI’s training deliverable(s).

The GAP Analysis is organized into the following functional areas:

- Clinic
- State Office
- Vendor Management

- System / Application Administration
- Financial Management

Within each functional area, the information is organized into topic areas which coincide with the organization of the Final System Requirements Document (FSRD) to aid in readability and cross-referencing.

It should be noted that not every clinic and agency perform the exact same process to accomplish the objective or subject of the business rule. In many cases, State staff has identified the ideal or average process for the purposes of this analysis but have given the Local Agency the opportunity to fulfill the objective of the process in a manner they (the LA) see fit. These LA controlled processes are not directly addressed in this document as new policies and procedures developed by the SoA WIC Program will determine what, if any, changes will be addressed from the State WIC Program's perspective.

- 2) The **Mail Order Vendor (MOV) GAP Analysis** section describes the eight (8) high-level business requirements utilized by the State of Alaska; how the legacy MOV Subsystem supports those requirements as well as if and how SPIRIT supports those functions.
- 3) The **Parameters and Values** section describes a list of information that SPIRIT will require to be appropriately configured for the State of Alaska; whether those values can be obtained through data conversion from the legacy AKWIC system; and the remaining items that must be provided to ASI by State resources in order to make the appropriate configurations.
- 4) The **Reports Comparison** section maps one (1) report: 505a – Monthly Active Participation to the comparable Alaska WIC SPIRIT Reports. Unfortunately, the second report identified, 340 – Obesity in Children 2-5 yrs (USDA Risk 113), has no comparable “out-of-the-box” report in SPIRIT. This report, if desired, will need to be created using the Ad-Hoc Report Generator prior to UAT.

All “out-of-the-box” reports in the Alaska WIC SPIRIT application will be validated during ASI’s testing. This process will assist the State of Alaska in determining the reports that need to be created prior to UAT.

- 5) The **Index** which provides a comprehensive listing of GAP Analysis topics (including MOV).
- 6) The **Appendix** section includes links to various other documents as referenced in the content of this document.



## 3 GAP Analysis

### 3.1 Clinic Business Process Overview

WIC clinics perform a variety of functions and tasks in the course of day-to-day operations. Each clinic generally certifies women, infant and children for WIC services by confirming that each participant is in a category served by WIC; lives in a residential area served by the WIC agency; has an income within WIC guidelines; and has a nutrition risk – a health condition or nutritional need that can be helped with nutritious WIC foods and nutrition education.

WIC clinics also provide nutrition education and dietary consultation; health assessments, anthropometric and hematology measurements, breastfeeding support, Value Added Nutrition Assessment (VENA), immunization screening, voter registration, referrals to other needs based programs and third-party community organizations all in an effort to safeguard the health of low-income women, infant and children who are at nutritional risk.

#### 3.1.1 Alaska Clinic Operational Diagram



### 3.1.2 SPIRIT Clinic Operational Diagram



### 3.1.3 Clinic, Central Administrative Site, and Food Package Business Rule Selections and Change Candidates

The types of changes noted in this document are:

- **Business Process:** A change to business process may be required or recommended based on the information available to ASI at the time this document was prepared.
- **Policy:** A change to the SoA WIC Policies & Procedures may be required or recommended based on the information available to ASI at the time this document was prepared.
- **No Business Process Change:** A system change has occurred; however that change will not impact business processes, policies or procedures.
- **No Change:** A change in system or business process does not exist therefore business processes and/or policy and procedure changes are not needed.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.1 (B.3) Certify Infants up to 1<sup>st</sup> Birthday if &lt; 6 months old - 1YrInfantCert</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC automatically sets the certification end date to the day prior to the infants' first birthday.</p> <p><b>Business:</b> Clinic staff provides the certification begin date during the certification appointment. AKWIC automatically calculates the certification end date based on the participants DOB and category.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that when an infant, who is less than six (6) months old at the time of certification is certified, the certification end date will automatically display a date one (1) day prior to the infants first birth date.</p> <p><b>Business:</b> Clinic staff will provide the infant participants' date of birth when creating a record. This will be used in conjunction with the category of infant which is automatically selected to calculate the certification end date. Clinic staff may change the certification end date to an earlier date if desired, but not later than the infant participant's first birthday.</p>	Business Process	<p><b>Change:</b> Clinic staff no longer set a certification begin date.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT sets the certification begin date.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.2 (B.47) Include Default Assessment for Risk Factors in SOAP Note - AddAnalysisToSOAP (or AUTOASSESSMENTINSOAP)</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not have the capability to record an assessment (description) for each individual risk factor to be utilized in participant SOAP notes. A risk code number and short description consistent with that of a title for the risk code is included in the participant record.</p> <p><b>Business:</b> Clinic staff assesses risk factors according to their education, training and knowledge of the particular participants' history. Additionally, SOAP notes are recorded in the participants' paper chart.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers determined that an assessment (or description) for each risk factor assigned to the participant will be displayed in the participants SOAP note. These assessments are managed in the Reference Utility under Risk Factors.</p> <p><b>Business:</b> State Program Managers will define the assessment text for each Risk Factor in the Reference Utility under Risk Factors. The field is a free-form text field and can be modified at any time.</p> <p>Clinic staff will see the Risk Factor assigned and the default assessment associated with the assigned Risk Factor when a new SOAP note is created for the participant. Clinic staff can delete the assessment information before saving the SOAP note should they choose to do so.</p>	Business Process	<p><b>Change:</b> (1) Clinic staff will record SOAP notes in SPIRIT on the participant record.</p> <p>(2) Clinic staff will see the default assessment in the SOAP note text when a new participant SOAP note is created.</p> <p>(3) State Program Managers will be responsible for defining and managing default Risk Factor assessments.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on creating SOAP notes; what to expect when creating the notes (e.g. the default assessment); how to manipulate the SOAP note information (add / remove / modify).</p> <p>State Staff will receive training on managing Risk Factors and associated information (e.g. default assessments, etc.).</p>
<b>3.1.3.3 (B.46) Include Nutrition Education in SOAP Note - AddEducationToSOAP (or AUTOEDCONTACTINSOAP)</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not have the capability to record nutrition education contacts and goal setting information to be utilized in participant SOAP</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that individual primary nutrition education contacts and goal setting information will display in</p>	Business Process	<p><b>Change:</b> (1) Clinic staff will record individual nutrition education contacts in SPIRIT on the participant record.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>notes.</p> <p><b>Business:</b> Clinic staff set goals and record nutrition education discussions with the participant in the participants' paper chart.</p>	<p>the Objective section of the SOAP note.</p> <p><b>Business:</b> Earlier in the process, clinic staff will record a primary individual nutrition education contact during the participants' certification appointment (<i>reference business rule B.316</i>). The topics discussed and any text the clinic staff person may have recorded will be displayed in the participants' newly created SOAP note. Clinic staff can delete the information before saving the SOAP note should they choose to do so.</p> <p><u>Note:</u> Group Education and secondary nutrition education contact information will not populate a subsequent SOAP note.</p>		<p>(2) Clinic staff will see the nutrition education contact information in the Objective section of the SOAP note text when a new SOAP note is created.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on creating SOAP notes; what to expect when creating the notes (e.g. nutrition education information); how to manipulate the SOAP note information (add / remove / modify).</p>
<b>3.1.3.4 (B.48) Include Default Plan for Risk Factors in SOAP Note - AddPlanToSOAP (or AUTOPLANINSOAP)</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not have the capability to record a default plan for each individual risk factor to be utilized in participant SOAP notes. A risk code number and short description consistent with that of a title for the risk code is included in the participant record.</p> <p><b>Business:</b> Clinic staff creates a plan for assigned risk factors according to their education, training and knowledge of the particular participants' history. Additionally, SOAP notes are recorded in the participants' paper chart.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that a default plan for each risk factor assigned to the participant will be displayed in the Plan section of the participants SOAP note. These plans are managed in the Reference Utility under Risk Factors.</p> <p><b>Business:</b> State Program Managers will define the default plan text for each Risk Factor in the Reference Utility under Risk Factors. The field is a free-form text field and can be modified at any time.</p> <p>Clinic staff will see the Risk Factor assigned and the default plan associated with the assigned Risk Factor in the Plan section when the new SOAP note is created for the participant. Clinic staff can delete the plan information before saving the SOAP</p>	Business Process	<p><b>Change:</b> (1) Clinic staff will record SOAP notes in SPIRIT on the participant record.</p> <p>(2) Clinic staff will see the default plan in the Plan section of the SOAP note text when a new participant SOAP note is created.</p> <p>(3) State Program Managers will be responsible for defining and managing default Risk Factor plans.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on creating SOAP notes; what to expect when creating the notes (e.g. the default plan); how to manipulate the SOAP note information (add /</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	note should they choose to do so.		remove / modify).  State Staff will receive training on managing Risk Factors and associated information (e.g. default plans, etc.).
<b>3.1.3.5 (B.185) Attained Age in Months to Begin Infant Blood Work - AgeInMonthsToStartInfantBloodwork</b>			
<b>Value(s) Chosen: 9</b>			
<p><b>System:</b> AKWIC does not require a blood work contact <u>at a specific age</u> to be recorded. AKWIC looks for a blood work within the last 90 days to satisfy the certification system requirement.</p> <p><b>Business:</b> Infants are required to have blood work drawn by their first birthday. Prior to that day, no blood work is required. Clinic staff reminds the infant participant's parent or guardian that a blood test will be needed prior to their first birthday. Clinic staff collect and record blood work values between nine (9) and twelve (12) months of age on the Medical tab within AKWIC. In some cases, clinic staff can utilize blood work values obtained when the infant was between six (6) and nine (9) months of age to meet State policy requirements.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that a CPA alert will be generated for infants on a tri-monthly issuance cycle who do not have blood work recorded in the system.</p> <p><b>Business:</b> To ensure that the blood work is collected in time, a CPA alert is generated after the infant reaches nine (9) months of age (<i>reference business rule B.26</i>). The alert is triggered when the participant's folder is opened or when the participant is toggled on-site. The alert reminds clinic staff that qualifying blood work can be collected and that the parent or guardian should be informed of the need to have blood work collected before the infant's first birthday.</p> <p>Once a blood work contact has been entered the alert will cease to display.</p>	No Business Process Change	<p><b>Change: System Change Only</b> Once the infant reaches nine (9) months of age and is receiving checks on a tri-monthly basis, an alert will appear when Clinic staff access the participant record.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on alerts in general including how to dismiss and satisfy the requirement that generated the alert.</p> <p><u>Cross-Reference:</u> Business Rule B.26.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.6 (X.1) Allow the Entry of Zero (0) as the Amount per Year for Year Frequency - Allow0YearlyIncome</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC collects monthly gross income, not yearly income. In addition, the system allows the entry of zero (0) gross monthly dollars.</p> <p><b>Business:</b> Clinic staff enters the gross monthly income for the family as a whole on the Demographics tab of the AKWIC system.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that clinic staff will not have the capability to record zero (0) income per year when the frequency of income selected is “Year” on the Income Calculator screen.</p> <p><b>Business:</b> Clinic staff will add the income record by clicking on “Income Calculator”. Staff will not be able to record zero (0) income per year. However, clinic staff can continue to record zero (0) gross monthly income.</p> <p><u>Work-around:</u> Clinic staff will continue to have the capability to enter zero (0) dollars for the hourly, weekly, bi-monthly, monthly, and semi-monthly frequency options.</p>	<p>No Business Process Change</p>	<p><b>Change: System Only</b> Clinic staff will have additional income frequency options. But the system functionality will not change – income, regardless of the frequency selected, will continue to calculate against gross monthly income guidelines.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on these additional income frequency options.</p>
<b>3.1.3.7 (X.2) Print SOAP Notes - AllowPrintNote</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not have the capability to record SOAP notes specifically so clinic staff does not have the capability to print them.</p> <p><b>Business:</b> Clinic staff record SOAP notes on the participants record, in the Certification tab Comments field.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that clinic staff will have the capability to print a participant SOAP note.</p> <p><b>Business:</b> Clinic staff will access SOAP notes from the Participant Activities menu by selecting Manage Notes. Staff will select the note to print and click “Print Note”.</p>	<p>Business Process</p>	<p><b>Change:</b> (1) Clinic staff will record SOAP notes in SPIRIT on the participant record through specific notation functionality.</p> <p>(2) Clinic staff will access SOAP notes (as well as all other notes) from a menu within SPIRIT.</p> <p>(3) Clinic staff will be able to print SOAP notes.</p>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			<b>Impact: Minimal</b> Clinic staff will receive training on creating SOAP notes; what to expect when creating the notes (e.g. the default plan); how to access SOAP notes after creation; how to print SOAP notes.
<b>3.1.3.8 (B.183) Show Appointment Confirmation Dialog from View Appointments by Date - APT_CONFIRMIALOGENABLED</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not display appointment confirmations with participant contact information.</p> <p><b>Business:</b> According to State WIC Program SME's very few grantees utilize the appointment scheduler in AKWIC due to difficulties in set-up and maintenance. Instead grantees tend to utilize paper calendars.</p> <p>From the paper calendars grantees, utilizing internal processes, manage appointment confirmations.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that clinic staff will view a "Confirm Appointment" dialog when the "Confirm" button is selected on the "View Appointments for Date" window.</p> <p><b>Business:</b> Clinic staff will access the list of appointments for the selected day and attempt to confirm the appointments. When staff embarks on confirming appointments by clicking "Confirm" the system will display the participant contact information.</p>	Business Process	<p><b>Change:</b> If grantees choose to use the appointment scheduler within SPIRIT, the appointment confirmation process will provide easy-to-access contact information that they now have to search for in AKWIC or the participants' paper chart.</p> <p><b>Impact: Moderate</b> Given that few grantees utilize AKWIC's appointment scheduling functions training will highlight an expected increase in human resource utilization and productivity by not having to utilize third-party products or manual processes to manage appointment scheduling and confirmations; the benefits of use for data integrity and access to real-time participant information.</p>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.9 (B.190) Enable “Weekly View” Option in Schedule Appointments Screen - APT_WEEKVIEWENABLED</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC has the capability to view the calendar by month or day. The system defaults to the month view.</p> <p><b>Business:</b> Clinic staff persons who utilize the appointment scheduler application in AKWIC select one of two tabs which are “Planner” and “Daily”.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will display the “View Calendar By” radio button group on the Schedule Appointment dialog window. The system defaults to the day view.</p> <p><b>Business:</b> By enabling this feature, clinic staff will be able to change the view of appointments from “Day” to “Week” by selecting one of the radio buttons available.</p>	<p>No Business Process Change</p>	<p><b>Change: System Only</b> Clinic staff will be able to view by day or week in SPIRIT vs. month or day. Clinic staff can continue to look at a monthly view but the viewing experience may be more complicated as SPIRIT also displays resource availability in conjunction with the time slots available for scheduling.</p> <p><b>Impact: Minor</b> Clinic staff will receive training on appointment scheduler features including the view options available (e.g. resource availability, day vs. week vs. more than 1 week vs. a monthly view) and how to access those view options.</p>
<b>3.1.3.10 (B.42) Allow Adding Risk Factors within the Folder - ASSIGNRISKSOUTSIDECERT</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC no longer automatically assigns Risk Factors therefore AKWIC will also not assign Risk Factors during an active certification.</p> <p><b>Business:</b> Clinic staff manually assigns Risk Factors during a certification or recertification appointment. In addition, clinic staff may assign additional Risk</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that Risk Factors can be assigned automatically by SPIRIT based upon participant information that is provided at a time other than the certification appointment.</p> <p><b>Business:</b> Clinic staff will continue to manually assign risk factors as</p>	<p>Business Process, Policy (possible)</p>	<p><b>Change:</b> Clinic staff may provide new information about a participant in SPIRIT which may, as a result, assign new Risk Factors. While this new information will not require clinic staff to modify the participants’ current benefits, Registered Dieticians (RD’s) may find it beneficial to reevaluate the participants’ food package and issue new benefits if they</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Factors during an active certification but this information does not impact their current certification.	needed. In addition, clinic staff will update the participant record in between certification appointments (e.g. blood work follow-ups; height / weight follow-ups, etc.) as they have new information to input. SPIRIT will review the new information and may assign new Risk Factors depending on the result of the new information. Clinic staff may utilize this new information to alter food package prescriptions therefore they may void existing food instruments, assign a new food package and reissue benefits.		choose. If this becomes a desired new business process a policy change may be needed to address it.  <b>Impact: Potentially Severe</b> depending on the State WIC Program's decision to utilize this new functionality to drive increased benefit monitoring and adjustment as needed.  <u>Policy guidance:</u> The State of Alaska, if not already doing so, may wish to require a tri-monthly review of a participant food package to ensure their nutritional needs are being met. This would be specifically desired if a new risk factor has been manually or automatically assigned based on new information.
<b>3.1.3.11 (B.161) Set the WIC Category by the DOB for Infants and Children Only - AUTOWICCATEGORY</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC automatically determines the WIC category assigned to infant and child participants based on their date of birth. For infants, the category is I; for children, the category is C.  <b>Business:</b> Clinic staff enters the participants' date of birth into AKWIC and applies the information to the record. Once the record refreshes the participants' category is displayed in the window title bar. Clinic staff cannot change this	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will assign the WIC category for infant and children based on the participants' date of birth. For infants, the category is I; for children the category is C.  <b>Business:</b> Clinic staff will enter the participants' date of birth into SPIRIT. The drop-down menu for WIC category will automatically update with the appropriate "Infant" or "Child" category and grey out. Once the participant record is saved the category is	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
designation without changing the participants' date of birth.	displayed on the Demographics tab in the participant folder. Clinic staff will be able to change this designation but SPIRIT will cross-check against the date of birth and display an error if the date of birth does not fall within the designation of "Infant" or "Child".		
<b>3.1.3.12 (X.3a) First, (X.3b) Second, and (X.3c) Third Protocol for Breastfeeding Peer Counselor Contacts Report - BFCOUNSELORCONTACTPROTOCOL1; BFCOUNSELORCONTACTPROTOCOL2; BFCOUNSELORCONTACTPROTOCOL3</b>			
<b>Value(s) Chosen: 7; 14; 21</b>			
<p><b>System:</b> AKWIC does not record specific Breastfeeding Peer Counselor (BFPC) contacts. Therefore, it is not possible to set a protocol for report generation.</p> <p><b>Business:</b> Once the participant has given birth, she notifies her WIC clinic. At this time, clinic staff makes the first breastfeeding contact and will typically schedule a follow-up appointment with a breastfeeding peer counselor. Monitoring of BFPC activities is coordinated and managed by each grantee which may employ their own specific processes.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include breastfeeding participants that have consulted with a Breastfeeding Peer Counselor and have a delivery date during the given date range on the Breastfeeding Peer Counselor Contacts Report. The report will display the number of BFPC contacts that were made within seven (7), fourteen (14), and twenty-one (21) days after the participant's Actual Delivery Date (ADD).</p> <p><b>Business:</b> <u>Clinic staff will record Breastfeeding Peer Counselor Contacts by accessing the "Participant Activities" menu within the participant folder. From the "Participant Activities" menu, staff will select "Breastfeeding" followed by "Peer Counselor Contacts" which will display the "Breastfeeding Peer Counselor Contacts" window. This window will display past BFPC contacts and allow staff to "Add" new contacts.</u></p> <p>Clinic staff will access the Breastfeeding Peer Counselor Contacts Report from File &gt; System Outputs &gt; Reports where</p>	Business Process	<p><b>Change:</b> <u>A manual process will be automated with the implementation of the Alaska WIC SPIRIT system.</u></p> <p>Clinic and State Office staff will now have access to a system generated Breastfeeding Peer Contacts Reports to monitor BFPC activities.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on how to <u>add and review BFPC contacts as well as</u> access, read, and utilize the report.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	they will select the “Breastfeeding Peer Counselor Contacts Report”. Clinic staff can utilize this information to monitor contacts made during the report date range specified. This report can be accessed from both the Clinic and State Office modules.		
<b>3.1.3.13 (B.7) Capture the Medical Home on the Additional Info 1 sub-tab - CAPTUREMEDHOME</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not specifically collect the medical establishment where the participant receives the majority of the health care.  <b>Business:</b> Clinic staff may collect this information during a certification appointment and if / when they do staff records this information in the participants’ paper chart.	<b>System:</b> On the “Additional Info 1” tab of the “Demographics” panel the clinics can record the name of the medical establishment where the participant receives the majority of their health care. This is called their Medical Home. The business rule selection chosen by State WIC Program Managers have determined that the “Medical Home” combo box will not display on the “Additional Info 1” tab and therefore will not require an entry from the clinic.  <b>Business:</b> If clinic staff wish to capture the facility where the participant receives the majority of their health care they may do so in a general note on the participant’s record.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.14 (B.57) Capture Tribe on Race Ethnicity Dialog - CAPTURETRIBE</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not specifically collect the tribe for the participant.  <b>Business:</b> Clinic staff does not collect Tribal Nation	<b>System:</b> The “Race/Ethnicity” dialog allows clinic staff to select the Race and Ethnicity of the participant. SPIRIT also captures the Tribal Nation if the race selected is American Indian or Alaskan Native. The business rule selection chosen by State WIC Program	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
information for a participant although that information may be known to them.	Managers have determined that the Tribal Nation will not be captured on the “Race/Ethnicity” dialog.  <b>Business:</b> Clinic staff will select the Race and Ethnicity of the participant but will not be required to capture the Tribal Nation if Native American or Alaska Native is selected.		
<b>3.1.3.15 (B.301) Automatically Print a Certification Notice - CERT_NOTICE_AUTOMATICPRINT</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC does not print a system generated certification notice.  <b>Business:</b> Clinic staff fills out a paper certification notice and places a copy in the participants’ paper chart.	<b>System:</b> SPIRIT can print a Certification Notice automatically in the Certification Guided Script of the Clinic module at the end of a successful certification attempt. The business rule selection chosen by State WIC Program Managers have determined that the Certification Notice will not automatically print but will be user generated on-demand instead.  <b>Business:</b> Clinic staff will complete the Certification Guided Script. If the certification attempt is successful staff will choose whether or not to print the Certification Notice.	Business Process	<b>Change:</b> Clinic staff will utilize a system generated Certification Notice instead of a pre-printed form.  <b>Impact: Minimal</b> Clinic staff will receive training on the Certification Guided Script which will include the printing of the Certification Notice and Letter of Ineligibility.
<b>3.1.3.16 (B.9) Date Displayed on Participant List - CERTDATEINLIST</b>			
<b>Value(s) Chosen: EFFECTIV</b>			
<b>System:</b> AKWIC does not display the participants’ certification effective date (begin date) on search results.  <b>Business:</b>	<b>System:</b> The Clinic module of the SPIRIT WIC system records the date when the certification attempt is started (Certification Start Date), and the date that the certification was completed and became effective (Certification Effective Date). The business rule selection chosen by State WIC Program Managers have	No Business Process Change	<b>Change: System Change Only</b> SPIRIT will display the certification effective date on the search results within the Clinic, Central Administrative Site, and State Office modules.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Clinic staff must open the individual participant record and navigate to the Certification tab to view the certification begin and end dates.	<p>determined that the Certification Effective Date will be displayed in search results for each participant listed.</p> <p><b>Business:</b> After clinic staff performs a search for a participant, the Clinic module of the SPIRIT WIC system displays all of the participants who meet the search criteria on the Participant List dialog. Selected information is displayed at the bottom of this dialog including the certification period for the participant. In this case, the clinic staff person will see the participants' certification effective date.</p>		<b>Impact: None</b>
<b>3.1.3.17 (B.62) Limit Certification with Delayed Blood Work - CERTLIMITWITHDELAYEDBLOOD</b>			
<b>Value(s) Chosen: 90</b>			
<p><b>System:</b> AKWIC does not prompt or require blood work to initially certify a participant nor does it prompt or require blood work values to maintain a standard certification period. In addition, the system does not terminate a participant's certification for a lack of blood work values.</p> <p><b>Business:</b> Clinic staff can certify for the standard certification period (per Federal categorical policies) without supplying blood work values. Staff ensures that blood work is completed per Alaska State WIC Program Policies and Procedures.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that a participant can be certified up to ninety (90) days without a blood work record, after which the participant will be terminated for lack of blood work values.</p> <p><b>Business:</b> Clinic staff will select the "Delayed Blood Work" check box if they wish to certify the participant without blood work at the certification appointment. Clinic staff should then set an alert on the participant record to indicate that blood work must be completed by a specific date in the future to avoid termination of their certification. This alert will be displayed each time the participant record is accessed through SPIRIT.</p> <p><u>Note: Blood work cannot be entered once the participant has been certified if the "Delayed Blood Work" checkbox has been checked. Otherwise, the blood work can be added after</u></p>	Business Process, Policy	<p><b>Change:</b> Alaska WIC Policies and Procedures specify that a participant must have blood work values within ninety (90) days of certification. This business rule will ensure that this policy is enforced. The current system does not enforce the policy. Clinic staff will want to take steps (such as an alert on the participant record) to ensure that a participant is not terminated from the program for this reason.</p> <p><b>Policy Note:</b> <u>The State of Alaska will need to choose (and address in Policy) whether to:</u></p> <p><u>1) Mark the "Delayed Blood Work" checkbox knowing that if checked, the system will not allow blood work to be entered after the Certification is</u></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	<p><u>Certification is complete. However, despite business rule B.62, the system <b>will not</b> terminate the participant at ninety (90) days without the checkbox being selected. This is a known JIRA bug.</u></p>		<p><u>complete <b>and</b> the system will terminate the participant at ninety (90) days for lack of blood work, or</u></p> <p><u>2) Train staff <b>not</b> to select the “Delayed Blood Work” checkbox which will allow staff to enter blood work after the Certification is complete, however, this will nullify business rule B.62 and the system will certify the participant according to their categorical eligibility.</u></p> <p><u><b>Training Note:</b> Depending on how the State of Alaska addresses the Policy issue, Training will be updated to reflect the desired approach.</u></p> <p><b>Impact: Severe</b> Clinic staff will receive training on how this rule will impact participant certifications. In addition, clinic staff will receive training on tools such as the use of alerts to ensure that a participant is not terminated for this reason.</p> <p><b>Policy Guidance:</b> If the State of Alaska WIC Program implements the manual alert as described in the To-Be, Business this will be a policy change. Simply appending the current policy with this process is sufficient.</p> <p><u><b>Cross-Reference:</b> Business Rules B.35, B.36, and B.16.</u></p>
<b>3.1.3.18 (B.65) Limit Certification with Pending ID Proof - CERTLIMITWITHPENDINGIDPROOF</b>			
<b>Value(s) Chosen: 90</b>			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p><b>System:</b> AKWIC records the participants' proof of identity on the Demographics screen. If proof is not captured the "ID" button is highlighted red. Clinic staff must record pending proof before the system will allow the participant to be certified. A participant without proof can only be certified for ninety (90) days and the system automatically sets the certification end date to this date.</p> <p><b>Business:</b> Clinic staff record pending proof for the participant and continue through the certification steps.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that a participant can be certified up to ninety (90) days without proof of identity. After which the participant will be terminated for lack of proof.</p> <p><b>Business:</b> Clinic staff will select the "Pending Proof" from the "ID Proof" drop-down menu if they wish to certify the participant without proof of identity at the certification appointment. Clinic staff should then set an alert on the participant record to indicate that proof of identity must be completed by a specific date in the future to avoid termination of their certification. This alert will be displayed each time the participant record is accessed through SPIRIT.</p>	<p>Business Process, Policy</p>	<p><b>Change:</b> <u>Policy:</u> If the State of Alaska utilizes the alert feature to remind clinic staff about the pending proof required this will require a policy change.</p> <p><u>Business Process:</u> Clinic staff will utilize the alert functions within SPIRIT as a tickler to remind them when a participant is missing a required proof. The goal of the alert is to avoid an interruption in benefits for a participant who could be certified for a longer period of time.</p> <p><b>Impact: Moderate</b> If policy is enacted, clinic staff will be required to set alerts on a participant record. This is a new process for staff.</p> <p>If policy is enacted, training materials will include this step and clinic staff will receive training on how to create / modify / delete alerts.</p>
<b>3.1.3.19 (B.63) Limit Certification with Pending Income Proof - CERTLIMITWITHPENDINGINCOMEPROOF</b>			
<b>Value(s) Chosen: 90</b>			
<p><b>System:</b> AKWIC records the participants' proof of income on the Demographics screen. If proof is not captured the "Inc" button is highlighted red. Clinic staff must record pending proof before the system will allow the participant to be certified. A</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that a participant can be certified up to ninety (90) days without proof of income. After which the participant will be terminated for lack of proof.</p>	<p>Business Process, Policy</p>	<p><b>Change:</b> <u>Policy:</u> If the State of Alaska utilizes the alert feature to remind clinic staff about the pending proof required this will require a policy change.</p>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>participant without proof can only be certified for ninety (90) days and the system automatically sets the certification end date to this date.</p> <p><b>Business:</b> Clinic staff record pending proof for the participant and continue through the certification steps.</p>	<p><b>Business:</b> Clinic staff will select the “Pending Proof of Income” check box from the “Income Calculator” dialog if they wish to certify the participant without proof of income at the certification appointment. Clinic staff should then set an alert on the participant record to indicate that proof of income must be completed by a specific date in the future to avoid termination of their certification. This alert will be displayed each time the participant record is accessed through SPIRIT.</p>		<p><b>Business Process:</b> Clinic staff will utilize the alert functions within SPIRIT as a tickler to remind them when a participant is missing a required proof. The goal of the alert is to avoid an interruption in benefits for a participant who could be certified for a longer period of time.</p> <p><b>Impact: Moderate</b> If policy is enacted, clinic staff will be required to set alerts on a participant record. This is a new process for staff.</p> <p>If policy is enacted, training materials will include this step and clinic staff will receive training on how to create / modify / delete alerts.</p>
<b>3.1.3.20 (B.64) Limit Certification with Pending Proof of Residency - CERTLIMITWITHPENDINGRESIDENCYPROOF</b>			
<b>Value(s) Chosen: 90</b>			
<p><b>System:</b> AKWIC records the participants’ proof of residency on the Demographics screen. If proof is not captured the “Res” button is highlighted red. Clinic staff must record pending proof before the system will allow the participant to be certified. A participant without proof can only be certified for ninety (90) days and the system automatically sets the certification end date to this date.</p> <p><b>Business:</b> Clinic staff record pending proof for the</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that a participant can be certified up to ninety (90) days without proof of residency. After which the participant will be terminated for lack of proof.</p> <p><b>Business:</b> Clinic staff will select “Pending Proof” from the “Residency Proof” drop-down menu if they wish to certify the participant without proof of residency at the certification appointment. Clinic staff should then set an alert on the participant record to indicate that proof of residency must be completed by a</p>	Business Process, Policy	<p><b>Change:</b> <b>Policy:</b> If the State of Alaska utilizes the alert feature to remind clinic staff about the pending proof required this will require a policy change.</p> <p><b>Business Process:</b> Clinic staff will utilize the alert functions within SPIRIT as a tickler to remind them when a participant is missing a required proof. The goal of the alert is to avoid an interruption in benefits for a participant who could be certified for a longer</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
participant and continue through the certification steps.	specific date in the future to avoid termination of their certification. This alert will be displayed each time the participant record is accessed through SPIRIT.		<p>period of time.</p> <p><b>Impact: Moderate</b> If policy is enacted, clinic staff will be required to set alerts on a participant record. This is a new process for staff.</p> <p>If policy is enacted, training materials will include this step and clinic staff will receive training on how to create / modify / delete alerts.</p>
<b>3.1.3.21 (B.208) Number of Days a Participant Can Be Certified Without Blood Work and Risk 502 (VOC) - CERTLIMITWITHRF503NOBLOOD</b>			
<b>Value(s) Chosen: 365</b>			
<p><b>System:</b> AKWIC does not limit the certification period for a participant that has Risk Factor 502 and no blood work values.</p> <p><b>Business:</b> Clinic staff utilizes the VOC certification to certify participants based on the information provided by the prior state. They may or may not manually assign Risk Factor 502. Regardless, clinic staff certifies the participant through the VOC Certification End Date.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow three hundred sixty-five (365) days to pass on a participant certified with Risk Factor 502 (VOC) without blood work values before terminating the participant's certification.</p> <p><b>Business:</b> Clinic staff utilizes the VOC certification to certify participants based on the information provided by the prior state. The system will automatically assign Risk Factor 502. Regardless, clinic staff certifies the participant through the VOC Certification End Date.</p>	No Business Process Change	<p><b>Change: System Only</b> Clinic staff certifies participants through the Certification End Date provided on the VOC form from the prior state. Since this business rule follows the standard maximum certification period there will not be a business process change. The only change is that SPIRIT will automatically assign Risk Factor 502.</p> <p><b>Impact: None</b> However, clinic staff will receive training on how SPIRIT automatically assigns this and other Risk Factors.</p> <p><u>Cross-Reference Note:</u> Business Rule B.209 handles certification limits for VOC participants missing height and weight values. Business Rule (B.19) takes priority over B.208</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			and B.209 as this rule sets a categorical limit on VOC end dates. This will be verified during ASI's testing cycle to physically confirm.
<b>3.1.3.22 (B.209) Number of Days a Participant Can Be Certified Without Height, Weight and Risk 502 (VOC) - CERTLIMITWITHRF503NOHW</b>			
<b>Value(s) Chosen: 365</b>			
<p><b>System:</b> AKWIC does not limit the certification period for a participant that has Risk Factor 502 and no height or weight values.</p> <p><b>Business:</b> Clinic staff utilizes the VOC certification to certify participants based on the information provided by the prior state. They may or may not manually assign Risk Factor 502. Regardless, clinic staff certifies the participant through the VOC Certification End Date.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow three hundred sixty-five (365) days to pass on a participant certified with Risk Factor 502 (VOC) without height and weight values before terminating the participant's certification.</p> <p><b>Business:</b> Clinic staff utilizes the VOC certification to certify participants based on the information provided by the prior state. The system will automatically assign Risk Factor 502. Regardless, clinic staff certifies the participant through the VOC Certification End Date.</p>	No Business Process Change	<p><b>Change: System Only</b> Clinic staff certifies participants through the Certification End Date provided on the VOC form from the prior state. Since this business rule follows the standard maximum certification period there will not be a business process change. The only change is that SPIRIT will automatically assign Risk Factor 502.</p> <p><b>Impact: None</b> However, clinic staff will receive training on how SPIRIT automatically assigns this and other Risk Factors.</p> <p><u>Cross-Reference Note:</u> Business Rule B.208 handles certification limits for VOC participants missing bloodwork values. Business Rule (B.19) takes priority over B.208 and B.209 as this rule sets a categorical limit on VOC end dates. This will be verified during ASI's testing cycle to physically confirm.</p>
<b>3.1.3.23 (B.13) Certify Participant to the Last Day of the Month - CERTTOMONTHEND</b>			
<b>Value(s) Chosen: N</b>			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC determines the certification end date based on the certification begin date. The system does not attempt to “round up” to the last day of the certification month.  <b>Business:</b> <i>Business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not automatically adjust a participants’ certification end date to extend it to the last day of the month in which their certification ends.  <b>Business:</b> <i>Business process does not exist.</i>	No Change	<b>Change: None</b> Clinic staff will continue to rely on the system to determine the certification end date for a participant certification.  <b>Impact: None</b>
<b>3.1.3.24 (B.70) Require Individual Nutrition Education Contact to Issue Benefits - CHECKSREQUIREINDIVIDUALNUTED</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC records nutrition education provided via the nutrition education drop-down at the point of benefit issuance. However, it is not required to be recorded in order to issue participant benefits.  <b>Business:</b> Clinic staff document nutrition education contacts through the drop-down menu and/or in the certification notes. Clinic staff may or may not do this prior to completing the certification appointment and issuing benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require an individual nutrition education contact in order to issue participant benefits.  <b>Business:</b> Clinic staff will record the individual nutrition education contact in SPIRIT on the participants’ record during or after the appointment as desired.	No Change	<b>Change: None</b> Clinic staff will continue to document individual nutrition education contacts and instead of placing the information in the notes this information will be recorded on the Nutrition Education tab in SPIRIT.  <b>Impact: Minimal</b> Clinic staff will receive training on utilizing SPIRIT to document nutrition education contacts.
<b>3.1.3.25 (B.16) Child Subsequent Certification Blood Work Requirement - CHKSUBSEQCERT</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not require a blood work record to certify a participant.  <b>Business:</b>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow a blood work contact recorded during a Child's initial certification to also be	Business Process	<b>Change:</b> Clinic staff will be required to provide a new blood work record in order to recertify a child participant if their initial blood work indicated

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<i>Business process does not exist.</i>	valid for their subsequent certification (recertification), as long as the blood work did not indicate anemia.  <b>Business:</b> Clinic staff will record a new blood work record for recertification for a child if the blood work used for the initial certification indicated anemia.		anemia. Otherwise, there is no change for clinic staff.  <b>Impact: Minimal</b> Clinic staff will receive training on utilizing SPIRIT to certify a child participant who has an initial certification blood work record indicating anemia.
<b>3.1.3.26 Enable Register to Vote dropdown for Infants and Children - CLINIC_EnableRegisterToVoteInfantsChildren</b>			
<b>Value(s) Chosen: N</b>			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC does not capture whether any participant is registered to vote.  <b>Business:</b> Alaska WIC Program application includes a voter registration survey for adult applicants only. Clinic staff does not ask nor record this information for infants or children.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not display the dropdown that captures whether the participant is registered to vote if the participant is an infant or a child.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.27 (B.313) Electronically Capture Staff Member Signature - CLN_CAPTURESTAFFSIGNATURE</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not record signatures of participants or staff members.  <b>Business:</b> The Competent Professional Authority (CPA) within the certifying WIC clinic signs the paper application form at the certification	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will require the staff member to record their electronic signature to validate the determination of program eligibility for a participant.  <b>Business:</b> The CPA will electronically record their signature via the	Business Process	<b>Change:</b> The CPA instead of, or in addition to, recording their signature on the paper application form will record their signature electronically via a signature pad.  <b>Impact: Minimal</b> Clinic staff will receive training on utilizing the

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
appointment.	physical signature pad in the WIC clinic at the conclusion of the Certification Guided Script.		Certification Guided Script and the point at which the CPA will record their electronic signature.
<b>3.1.3.28 (B.311) Show the Staff Member Drop-down on the Demographics Tab - CLN_DEFAULTSTAFFID</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC only displays the staff person name when an Enteral Nutrition Prescription Request (ENPR) is approved within the system and when food prescriptions are generated. AKWIC also records staff member ID's in the database when a participant record is modified.</p> <p><b>Business:</b> When clinic staff make changes to a paper participant record they initial the changes or updates made.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the staff member's name and allow it to be updatable on the Demographics sub-tab within the participant record. In addition, SPIRIT records all modifications, additions, and deletions of information within the system table(s) respectively.</p> <p><b>Business:</b> Clinic staff will view the staff member name who last updated the recorded. When other staff members make changes to the participant record they will change the drop-down to reflect their own name.</p>	Business Process	<p><b>Change:</b> Clinic staff will be able to view and update the staff member drop-down menu.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on the Demographics sub-tab and the available fields including the staff member drop-down menu.</p>
<b>3.1.3.29 (B.320) Include Notes Subject - CLN_INCLUDENOTESSUBJECT (Old Rule: INCLUDENOTESUBJECT)</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not capture a subject for general, breastfeeding, or SOAP notes within the system.</p> <p><b>Business:</b> <i>A business process does not exist for capturing</i></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable the subject dropdown list for general and breastfeeding notes and display the selected subject on the View Notes screen within the</p>	Business Process	<p><b>Change:</b> Clinic staff will utilize a dropdown menu to select the subject (or category) of the General or Breastfeeding note.</p> <p>For example: General Notes may utilize</p>

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<i>the subject of a note.</i>	<p>participant folder.</p> <p><b>Business:</b> For General and Breastfeeding notes, Clinic staff will select a subject from a pre-defined list. For SOAP notes, the system will automatically populate 'SOAP Note'.</p>		<p>categories such as Certification, FI Pick-Up, Nutrition Ed, etc.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training which will discuss the benefits associated with categories or subjects for notes. (E.g. filtering capabilities on notes, continuity of information, etc.).</p>
<b>3.1.3.30 (B.316) Nutrition Education Required to Complete Certification - CLN_NutritionEducationIsRequired (Old Rule: NUTRITIONEDUCATIONISREQUIRED)</b>			
Value(s) Chosen: N			
<p><b>System:</b> AKWIC records nutrition education provided via the nutrition education drop-down at the point of benefit issuance. But it is not required to be recorded in order to complete certification.</p> <p><b>Business:</b> Clinic staff document nutrition education contacts through the drop-down menu and/or in the certification notes. Clinic staff may or may not do this prior to completing the certification appointment and issuing benefits.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require an individual nutrition education contact in order to certify a participant.</p> <p><b>Business:</b> Clinic staff will record the individual nutrition education contact in SPIRIT on the participants' record during or after the appointment as desired.</p>	No Change	<p><b>Change: None</b> Clinic staff will continue to document individual nutrition education contacts and instead of placing the information in the notes this information will be recorded on the Nutrition Education tab in SPIRIT.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on utilizing SPIRIT to document nutrition education contacts.</p>
<b>3.1.3.31 (B.314) Remove Default Race Selection - CLN_RemoveDefaultRace (Old Rule: REMOVEDEFAULTTRACE)</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC records the race/ethnicity of the participant on the demographics screen. The</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not default to a</p>	No Change	<p><b>Change: None</b> <b>Impact: None</b></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>system does not default to a particular race.</p> <p><b>Business:</b> Clinic staff document the race/ethnicity of the participant on the demographics screen within AKWIC based on the information provided on the participant application.</p>	<p>particular race when the race/ethnicity dialog box is invoked.</p> <p><b>Business:</b> Clinic staff will record the participant's race on the race/ethnicity dialog box.</p>		
<b>3.1.3.32 (B.310) Show the Certification History Tab in the Participant Folder – CLN_SHOWCERTIFICATIONHISTORY</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> Certification History can be viewed via the Certification tab by clicking "Cert History".</p> <p><b>Business:</b> Clinic staff can view the certification history for any participant by clicking the "Cert History" button on the Certification tab within a participant record.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display a Certification History tab which allows users to view all previous certifications for a participant and the staff member who completed each step of the certification process.</p> <p><b>Business:</b> Clinic staff will access the participant certification history by accessing the "Certification History" tab on the participant record.</p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p>
<b>3.1.3.33 (B.317) SOAP Note is required to Complete Certification - CLN_SOAPIsRequired (Old Rule: SOAPISREQUIRED)</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not record SOAP notes within the system. Therefore the system does not require this information to complete a certification.</p> <p><b>Business:</b> Clinic staff record notes on the Certification tab</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will require a SOAP note in order to complete a certification for a participant.</p> <p><b>Business:</b> Clinic staff will record SOAP notes via the certification guided</p>	Business Process	<p><b>Change:</b> Staff will now be required to create and save a participant SOAP note before SPIRIT will certify the participant.</p> <p><b>Impact: Moderate</b> Based on feedback during the business rule</p>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
for individual participant notes; and on the Demographics tab of the guardian for family notes. Clinic staff generally record notes but is not required to do so in order to certify a participant.	script or on the View Notes dialog box on the participant folder.		sessions clinic SME's expressed great concern about the number of items required to complete a certification. Regardless, clinic staff will receive training on all items required to complete certification.
<b>3.1.3.34 (B.309) Allow Recording of Materials Given to Participants - COLLECTMATERIALGIVEN</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not specifically record materials provided to individuals.</p> <p><b>Business:</b> Clinic staff can log individual nutrition education topics which may be given in the form of printed materials when benefits are issued to participants. This is done on the Food Prescription tab. Only one topic can be recorded per food benefit issuance. If additional topics are discussed staff may notate this in the participants' paper charts.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will provide the capability for (1) the state agency to setup the materials available for selection via the Reference Utility and (2) clinic staff to record materials that have been provided to participants.</p> <p><b>Business:</b> <u>Clinic staff</u> will access the participants' Nutrition Education record within the system. Staff will click the "Add Materials Given" button to record materials that were provided to the participant. Staff will select from a pre-defined list of materials and can select more than one item from the list.</p> <p><u>State Office staff</u> will setup the list of available materials as options for each WIC category in the Reference Utility module.</p>	Business Process	<p><b>Change:</b> Clinic staff will record the materials provided to the participant from the Nutrition Education tab. In addition, staff can select more than one material provided to the participant.</p> <p>State Office staff will maintain the materials available for selection by clinic staff via the Reference Utility.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on adding Nutrition Education contacts including logging materials provided.</p> <p>State staff will receive training on the Reference Utility where the materials available for selection are maintained.</p>
<b>3.1.3.35 (B.156) Only Require Issuance Frequency on CPA-determined Follow-up - CPA_FOLLOWUP_REQUIRE_ISSUANCEFREQ_ONLY</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b>	<b>System:</b>	Business	<b>Change:</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC does not have a method for specifying CPA-determined follow-up. Issuance frequency of benefits is however handled during the prescription of food benefits.</p> <p><b>Business:</b> If participant follow-up is needed, CPA's may use a variety of methods to create reminders such as appointment scheduler "ticklers", notes in the certification field, various reports, and/or internal grantee processes to manage follow-up needs.</p>	<p>The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow the CPA to specify follow-up information for the participant by only requiring the Issuance Frequency field when entering CPA-determined follow-up information.</p> <p><b>Business:</b> During a certification attempt, the CPA will utilize the CPA-determined follow-up dialog to indicate the Issuance Frequency, Education Follow-up Frequency, Education Method, Type and Topic for the participant. Due to the business rule selection, only the Issuance Frequency will be required.</p>	<p>Process</p>	<p>Clinic staff will utilize the CPA-determined follow-up to set the benefit issuance cycle for the participant. This information is also displayed in the "Household Member Information" of the Certification Guided Script next to the Risk Factors list.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on the Certification Guided Script where this feature is important to the certification process as well as accessing the information outside of a certification attempt.</p>
<b>3.1.3.36 (B.159) Create a General Note for Participants Receiving Checks by Mail - CREATEGENERALNOTEWHENMAILINGCHECKS</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC does not have a method for automatically recording notes on a participant record. All notes contained on participant records are staff generated.</p> <p><b>Business:</b> Clinic staff record notes on the Certification tab for individual participant notes; and on the Demographics tab of the guardian for family notes.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will create a general note automatically in the Participant Folder whenever address labels are generated for the household of the participant(s) who will receive their checks by mail.</p> <p><b>Business:</b> Clinic staff will generate mailing labels for those participants receiving mailed FI's. Upon generating the labels the system will automatically create a note on the participant record indicating as such.</p>	<p>No Business Process Change</p>	<p><b>Change: System Only</b></p> <p><b>Impact: Minimal</b> Clinic staff will receive training on notes features including the occasions in which SPIRIT automatically creates a note on the participant record.</p>
<b>3.1.3.37 (C.25) Copy Income Contact Data - COPYINCOMECONTACT</b>			
Value(s) Chosen: Y			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p><b>System:</b> AKWIC defaults to adding income records to the guardian but utilizes this information for the entire household. Therefore, there isn't a way (or a need) to copy income records to other household members.</p> <p><b>Business:</b> Clinic staff adds the income information to the guardian record. This information is then displayed on the dependent children and infant records.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically copy previously recorded income information (within the last thirty (30) days) as current income information for other household members to meet eligibility guidelines.</p> <p><b>Business:</b> <i>No business process exists.</i></p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p> <p><u>Cross Reference:</u> Business Rule B.38 which, given its current selection of "Yes", provides a button which allows staff to individually elect to copy any current income records to a participant. B.38 is a back-up rule in case this rule (C.25) is set to "No".</p>
<b>3.1.3.38 (B.307) Define the Number of Days Income Data Can Be Copied - DAYSALLOWINCOMECOPY</b>			
<b>Value(s) Chosen: 30</b>			
<p><b>System:</b> AKWIC defaults to adding income records to the guardian but utilizes this information for the entire household. Therefore, there isn't a way (or a need) to copy income records to other household members.</p> <p><b>Business:</b> Clinic staff adds the income information to the guardian record. This information is then displayed on the dependent children and infant records.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow staff to copy previously recorded income information (within the last thirty (30) days) as current income information to meet eligibility guidelines.</p> <p><b>Business:</b> Clinic staff who may certify a part of the household during one appointment but certify the rest in a subsequent appointment will utilize this function to copy income records from other household members so long as that income was recorded within the last thirty (30) days.</p>	Business Process, Policy	<p><b>Change:</b> Clinic staff will have the capability to associate income records from other household members with the current participant without having to re-enter the information.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on income calculator functionality within SPIRIT.</p> <p><u>Policy Guidance:</u> The State of Alaska WIC Policy must be updated to reflect the time constraint (30 days – per this rule) for copying income to other household members.</p> <p><u>Cross-Reference Note:</u> C.25 is the pre-requisite rule. If the switch is changed on C.25</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			to “No” this rule (B.307) is irrelevant.
<b>3.1.3.39 (B.308) Define the Number of Days Residency Proof Can Be Reused - DAYSALLOWRESIDENCYCOPY</b>			
<b>Value(s) Chosen: 180</b>			
<p><b>System:</b> AKWIC defaults to adding residency proof to the guardian’s record and utilizes this information for all dependents. There is not a time limit that can be set to specify how long residency proof can be reused.</p> <p><b>Business:</b> Clinic staff adds the residency proof information to the guardian record. This information is then utilized for the dependent children and infant records.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically apply a change to Residency Proof for one household member to all members of the household for one-hundred and eighty (180) days after the proof was recorded.</p> <p><b>Business:</b> Clinic staff who may certify a part of the household during one appointment but certify the rest in a subsequent appointment will garner the benefit of this rule as it is automatic. No staff intervention is necessary unless the residency proof was recorded one-hundred and eighty-one (181) days or more ago. At that point, clinic staff will update the residency proof on the current household member and that information will propagate to the rest of the household.</p>	<p>Business Process, Policy</p>	<p><b>Change:</b> Clinic staff will not be able to reuse residency proof indefinitely. At one-hundred and eighty-one (181) days the proof must be updated for the household.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on the rules associated with residency proof time frames to include not only how long this information can be reused for the household but all of the timelines associated with residency proof requirements such as providing proof within 90 days of certification (see business rule B.64).</p> <p><u>Policy Guidance:</u> The State of Alaska WIC Policy must be updated to reflect the number of days Residency Proof can be reused for a household.</p>
<b>3.1.3.40 (B.19) Maximum Days VOC is Valid - DAYSVOCVALID_B; DAYSVOCVALID_C; DAYSVOCVALID_I; DAYSVOCVALID_N; DAYSVOCVALID_P</b>			
<b>Value(s) Chosen: B = 364 days; C = 179 days; I = 364 days; N = 179 days; P = 315 days</b>			
<p><b>System:</b> AKWIC does not impose any system specific</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically limit</p>	<p>Business Process,</p>	<p><b>Change:</b> Clinic staff will encounter an error if the certification end date surpasses the maximum</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>restrictions on the VOC certification end date.</p> <p><b>Business:</b> Clinic staff assigns the certification end date for each applicable participant based on the date provided by the issuing state.</p>	<p>the number of days a participant can be certified with a VOC. The decisions made for each category are reflected below:</p> <ul style="list-style-type: none"> <li>Breastfeeding – 364 days maximum</li> <li>Child – 179 days maximum</li> <li>Infant – 364 days maximum</li> <li>Non-Breastfeeding / Post Partum – 179 days maximum</li> <li>Pregnant – 315 days maximum</li> </ul> <p><b>Business:</b> Clinic staff will enter the certification end date commensurate with the date provided on the VOC letter obtained from the participant. SPIRIT will alert the clinic staff person if that date exceeds the limits noted above and it will display the maximum allowed certification end date. The clinic staff member will dismiss the alert and update the certification end date to reflect the maximum month, day and year allowed. If the certification end date does not exceed the limit, an alert will not be displayed.</p>	<p>Policy</p>	<p>number of days allowed.</p> <p><u>Policy Note:</u> The Policies &amp; Procedures Manual should be updated to reflect these selections so that it's clear to Local Agencies that this system enforced rule exists.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on how to enter a VOC participant into SPIRIT and what they may encounter if they provide a certification end date that exceeds the system imposed rule.</p> <p><u>Cross-Reference Note:</u> Business Rule B.208 also handles certification limits for VOC participants missing bloodwork; B.209 handles certification limits for VOC participants missing height and weight values. This rule (B.19) takes priority over B.208 and B.209 as this rule sets a categorical limit on VOC end dates. This will be verified during ASI's testing cycle to physically confirm.</p>
<b>3.1.3.41 (B.32) Allow Deletion of Nutrition Education Contacts - DELETECONTACT</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC records nutrition education at the point of benefit issuance. Only one contact can be recorded for each set of benefits issued.</p> <p><b>Business:</b> Clinic staff record nutrition education provided to</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not allow a nutrition education contact to be deleted once it has been created and saved by the user. It can however, be modified up until midnight of the day it was created.</p>	<p>Business Process</p>	<p><b>Change:</b> Clinic staff will not be able to remove nutrition education contacts.</p> <p>In addition, the nutrition education contact can only be edited the same day it was created. At midnight, the contact is no longer</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
the participant in the certification notes field on the participant record or at the point of benefits issuance. Information recorded on the certification notes can be deleted at any time. Contacts recorded at benefit issuance cannot be deleted.	<b>Business:</b> Clinic staff will add a new nutrition education contact via the Nutrition Education tab on the participant record and save the information. Once created, the contact cannot be deleted. It can however, be modified up until midnight of the day it was created.		editable.  <b>Impact: Minimal</b> Clinic staff will receive training on creating and modifying nutrition education contacts.
<b>3.1.3.42 (B.170) Display Unattended Education Classes in the Missed Appointments Follow-up Report - DSP_CLASSES_IN_MISSED_APT_FOLLWUP</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC captures missed appointments for all appointment types (events) including nutrition education classes on the WIC 103 Report.  <b>Business:</b> Clinic staff accesses the WIC 103 Report from the Reports Activity menu within AKWIC. Staff specifies a date range to include and generates the report. Clinic staff utilizing internal local agency processes may use this report to follow-up with participants.  Note: This report is generated based on information contained within the internal appointment scheduler function which is not believed to be widely used by LA's.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include unattended nutrition education classes in the Missed Appointment Follow-Up Report.  <b>Business:</b> If the SPIRIT scheduler is utilized, clinic staff will access the Missed Appointments Follow-Up Report included in the Clinic module of the SPIRIT application. Clinic staff will specify a date range for the report, for example the previous month. This report will include both regular appointments missed and nutrition education classes missed. Clinic staff can utilize this report to follow-up with participants.	Policy (possible)	<b>Change:</b> Possible policy change: The State of Alaska may choose to implement policy that requires clinics to utilize SPIRIT's appointment scheduler.  <b>Impact: Moderate</b> If the policy is implemented, the impact is expected to be moderate as clinics change from using either AKWIC or a third party appointment scheduler to SPIRIT's appointment scheduler.
<b>3.1.3.43 (B.132) Display Checks Not Eligible Messages Only for Children under 5 - DSPCHILDRENUNDER5CHECKSNOTELIGIBLEMSGs</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC displays an error message if benefits	<b>System:</b> The business rule selection chosen by State WIC Program	Business	<b>Change:</b> Clinic staff will have to remove the

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>cannot be issued for any reason to a participant regardless of age or category.</p> <p><b>Business:</b> Clinic staff provides the information necessary to facilitate the issuance of benefits. The system uses internal algorithms to determine if the participant can be issued benefits. Clinic staff reviews the error message and corrects the information necessary to issue benefits if appropriate.</p>	<p>Managers have determined that SPIRIT will display Checks Not Eligible messages for all participants regardless of age.</p> <p><b>Business:</b> Clinic staff will see an error message for any participant that cannot be issued benefits and the reason that the system made the determination. If clinic staff believes the system incorrectly made the determination, they will remove the certification attempt and begin a new certification attempt. The act of removing the current attempt will not remove <u>any</u> information previously entered. Staff will then make the necessary adjustment to participant information and issue benefits.</p>	<p>Process</p>	<p>certification attempt in order to issue benefits if the information provided was incorrect. Staff will modify the information that caused the benefit issuance error in a new certification attempt.</p> <p><b>Impact: Moderate</b> Clinic staff will receive training on the significance of the certification attempt, how to correct information through a new certification attempt if the information was entered in error and issue benefits.</p>
<b>3.1.3.44 (B.128) Display Refer to Breastfeeding Peer Counselor - DSPREFERTOBFPEERCOUNSELOR</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not record Breastfeeding Peer Counselor (BFPC) referrals.</p> <p><b>Business:</b> Clinic staff utilizes internal (manual) processes to refer participants to Breastfeeding Peer Counselors.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the checkbox “Refer to Breastfeeding Peer Counselor” on the <b>VENA</b> panel.</p> <p><b>Business:</b> Clinic staff will select the checkbox on the VENA panel to refer the participant to the Breastfeeding Peer Counselor. This can be done via the Certification Guided Script or clinic staff can access the VENA tab on the participant record, create a new contact and select the checkbox.</p> <p>BFPC’s and/or clinic, local agency staff will generate the Breastfeeding Women Pending Peer Counselor Contact Report from the Clinic module of SPIRIT. This will display all participants who have been referred to a BFPC (in the selected</p>	<p>Business Process</p>	<p><b>Change:</b> Clinic staff will shift from the internal (manual) process utilized today to a more automated process.</p> <p><b>Impact: Minor</b> Clinic staff will receive training on how to add VENA contacts; where they can be added from (e.g. Certification Guided Script, Participant Folder); and how to refer the participant to the Breastfeeding Peer Counselor.</p> <p>Clinic and LA staff will receive training on generating the report and utilizing it as a tool to follow-up with newly referred participants.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	clinic) but who have not had a BFPC contact recorded yet. This will provide the BFPC's with a list of participants who need to be followed up on.		
<b>3.1.3.45 (B.294) Number of Individual Nutrition Education Contacts Required To Issue Checks to High Risk Participants - EDCONTACTFORFI_INDIVCOUNT</b>			
<b>Value(s) Chosen: 1</b>			
<p><b>System:</b> AKWIC does not require a specific number of individual nutrition education contacts for high risk participants prior to issuing benefits.</p> <p><b>Business:</b> Clinic staff updates the certification notes on the participant record in AKWIC and LA's are required to employ an internal mechanism to track high risk participants.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will require one (1) individual nutrition education contact to issue benefits to a High Risk participant.</p> <p><b>Business:</b> Clinic staff will be required to create one (1) nutrition education contact on the participant record during the certification appointment (via the Certification Guided Script).</p> <p><u>Note:</u> Tracking High Risk Participants - Based on the participants' risk factors, SPIRIT will identify high risk participants automatically and include them on the Participant High Risk Report which is available in the Clinic module.</p>	Business Process	<p><b>Change:</b> Clinic staff will be required to enter at least one (1) individual nutrition education contact in order to complete the certification attempt for a High Risk participant.</p> <p><u>Status Visibility:</u> The Certification Guided Script and the participant folder will display an indicator if the participant is High Risk. The "Tracking" mechanism described below provides clinic staff with the ability to find all High Risk participants in their clinic.</p> <p><u>Tracking:</u> Instead of utilizing the internal mechanism to track high risk participants, clinic staff will have access to the High Risk Participant Report where they can monitor High Risk participants.</p> <p><b>Impact: None</b> Clinic staff will receive training on how to certify a participant through the Certification Guided Script; how SPIRIT determines a participant to be high risk; where clinic staff will be able to see this determination; and how to access reports for monitoring</p>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			purposes.
<b>3.1.3.46 (B.162) Indicate Marked Lost/Stolen Checks on the Benefits History Tab - EMPHASIZEMARKEDLOSTSTOLENSHECKSONCHECKSHISTORYTAB</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC displays the Void Reason for a food instrument which serves as a quick glance indicator.</p> <p><b>Business:</b> Clinic staff discerns lost / stolen checks by the value displayed in the Void Reason column.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will emphasize checks that have been marked as lost or stolen on the Benefits History tab of the participant folder.</p> <p><b>Business:</b> Clinic staff will view the Benefits History tab and quickly be able to tell which checks have been marked as lost or stolen for an individual participant throughout their involvement in the WIC program. Checks marked as lost or stolen will be bold and the font will be red.</p>	No Business Process Change	<p><b>Change: System Change Only</b> Clinic staff will see a different view of benefits that have been marked lost or stolen. Instead of a column with the header Void Reason, clinic staff will see these items in red and bold and be able to see the entire life of the participants' issued benefits.</p> <p><b>Impact: None</b> Clinic staff will receive training on how to mark benefits as lost or stolen and what they will look like in the context of the participant folder and Benefits History tab.</p>
<b>3.1.3.47 (B.38) Enable Copy Income Screening Contact - ENABLECOPYINCOME</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC automatically utilizes the income added to the guardian record on all dependent children records.</p> <p><b>Business:</b> Clinic staff adds the income information on the guardian record by clicking on the "Inc" button and adding a new row. When clinic staff adds a dependent to this guardian the income information is shared between these individuals</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will provide the capability to copy current income information to the participant currently viewed from another member of their household.</p> <p><b>Business:</b> Clinic staff will access the income calculator for the currently viewed participant. Clinic staff will select the income record to copy from the list of income records for the entire household and click "Copy Items to Current Income". This will add the</p>	Business Process	<p><b>Change:</b> Clinic staff will have to specifically copy the relevant income records to the currently viewed participant (the dependent).</p> <p><b>Impact: Moderate</b> Clinic staff will receive training on utilizing the income calculator to record income records, adjunct eligibility, household size and the capabilities contained within (e.g. the ability</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
automatically.	income record to the current participant record.		to copy income records.)  <u>Cross Reference:</u> Business Rule C.25 which, given its current selection of “Yes”, automatically copies income information to other household members. This rule is a back-up rule in case C.25 is “No”; the user can individually elect to copy any current income records.
<b>3.1.3.48 (X.5) Enable Default Residency to another Household Member’s Residency Record - ENABLECOPYRESIDENCY</b>			
<b>Value(s) Chosen: Y</b>			<b>** Undocumented Rule **</b> Related to B.308
<p><b>System:</b> AKWIC automatically utilizes the residency added to the guardian record on all dependent children records.</p> <p><b>Business:</b> Clinic staff adds the proof of residency information on the guardian record by clicking on the “Inc” button and adding a new row. When clinic staff adds a dependent to this guardian the income information is shared between these individuals automatically.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will provide the capability to copy current residency information to the participant currently viewed from another member of their household.</p> <p><b>Business:</b> Clinic staff will add new participants to the household. As a result, SPIRIT will automatically utilize the residency information for the additional household member.</p>	Business Process	<p><b>Change:</b> Clinic staff will have to specifically copy the relevant residency records to the currently viewed participant (the dependent).</p> <p><b>Impact: Moderate</b> Clinic staff will receive training on copying residency information from one participant in a household to another.</p> <p><u>Cross-Reference:</u> Business Rule B.308 which defines the number of days that Residency proof is able to be copied. This rule is however undocumented in the SPIRIT business rule documentation and will be vetted for its complete functionality.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.49 (B.14) Adjust Certification End Date for Weekends - ENDCERTBEFOREWEEKEND</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC determines the certification end date based on the categorical and proof rules required and does not adjust for weekends or holidays.  <b>Business:</b> Clinic staff provides the required information to certify an applicant and accepts the system determined certification end date.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not adjust certification end dates so that they end on the Friday before the weekend if the certification end date falls on a Saturday or Sunday.  <b>Business:</b> Clinic staff will provide the required information to certify an applicant and accept the system determined certification end date.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.50 (B.239) External Data Radio Button Is Displayed On the Participant List Dialog - ExternalSearchEnabled</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not allow the search for participants against other assistance or state programs in the state of Alaska.  <b>Business:</b> If necessary, clinic staff will make contact through email or phone to inquire about participation in other programs.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not display the radio button for External Data. This means that on the Clinic, Central Administrative Site, and State Office modules, searches are limited to WIC program participants who are on-site (Clinic module only); in the local agency database (Clinic and Central Administrative Site modules); or statewide (Clinic, Central Administrative Site, and State Office modules).  <b>Business:</b> Clinic staff will select from the radio button group either on-site (Clinic only); in the local agency database (Clinic and Central Administrative Site); or statewide (Clinic, Central Administrative	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	Site, and State Office) for participant searches.		
<b>3.1.3.51 (B.250) Generate a CPA Review Alert When ID Proof Is Needed - GENERATEIDALERT</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC does not produce an alert when the participant record is accessed after certification if proof of identification is still needed. When there is not a proof record or if the proof is pending, the text of the participants' first and last name is red.</p> <p><b>Business:</b> Clinic staff record proof of identification on the demographics panel for the participant. If the participant does not have proof of identification staff checks "Incomplete" on the Identification Proofs dialog box. Staff can tell that proof of identification is missing when the participants first and last name is red.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will create a CPA alert when the participant's proof of identification is "PENDING PROOF". The system will display that alert each time the participant record is accessed and/or when they're toggled on-site.</p> <p><b>Business:</b> Clinic staff will select the option "PENDING PROOF" when a participant does not have proof of identification. The system will create a CPA Review alert on the participant record which will be displayed as noted above. Clinic staff will dismiss the alert and update the record when proof of identification has been provided.</p>	No Business Process Change	<p><b>Change: System Change Only</b> Instead of displaying the participants first and last name in red an alert will be displayed when the participants record is accessed or when they're toggled on-site. In addition staff can see that the participant is in a pending proof status as the Proof of Residency dropdown menu will display "PENDING PROOF".</p> <p><b>Impact: None</b></p>
<b>3.1.3.52 (B.60) Gestational Diabetes Reminder - GESTATIONDIABETESREMINDER</b>			
Value(s) Chosen: N			
<p><b>System:</b> AKWIC does not produce an alert when the participant is twenty-eight (28) weeks past her Last Menstrual Period (LMP) date and does not have risk factor 302 (Gestational Diabetes) assigned.</p> <p><b>Business:</b></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not create a CPA alert if the participant is twenty-eight (28) weeks past her LMP date and does not have risk factor 302 assigned.</p> <p><b>Business:</b> Clinic staff will document the results of the gestational diabetes</p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Clinic staff record the results of the gestational diabetes test and manually assign risk factor 302 if necessary.	test and manually assign risk factor 302 if necessary.		
<b>3.1.3.53 (B.295) Order in Which Health Notes Are Displayed - HEALTHNOTESORTORDER</b>			
<b>Value(s) Chosen: R</b>			
<b>System:</b> AKWIC does not support date managed notes within the system.  <b>Business:</b> Clinic staff record notes in free-form text fields which do not capture a standard system date.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display notes in reverse chronological order (most recent first).  <b>Business:</b> Clinic staff will create a new note and the system will default the date to today's date. When staff saves the note they'll see the most recent note first on the View Notes dialog box.	No Business Process Change	<b>Change: System Change Only</b> While staff will go through an additional two steps to create a new note there will not be a business process change regarding the order in which the notes are displayed.  <b>Impact: Minimal</b> Clinic staff will receive training on how to create / view / modify notes.
<b>3.1.3.54 (B.306) Hide Pre-pregnancy Height on Health Information Screen - HIDE_PREPREGNANCY_HEIGHT</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not collect pre-pregnancy height. The system utilizes the participants current height and pre-pregnancy weight to generate the participants pre-pregnancy BMI.  <b>Business:</b> Clinic staff records the participants current height record and pre-pregnancy weight on the medical tab.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not display the pre-pregnancy height. SPIRIT will utilize the current height with the participant's pre-pregnancy weight to calculate the pre-pregnancy BMI.  <b>Business:</b> Clinic staff will access the participant's height/weight/blood tab and add the current height and weight. Then staff will access the participant's health information tab and add the pre-	Business Process	<b>Change:</b> Clinic staff will access two different screens to produce the pre-pregnancy BMI.  <b>Impact: Minimal</b> Clinic staff will receive training on adding height, weight and pregnancy information to a participant record.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	pregnancy weight. This will produce the pre-pregnancy BMI on the health information screen.		
<b>3.1.3.55 (B.305) Hide Medicaid ID Field (PMI #) - HideMedicaidID</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC collects the participant's Medicaid ID on the Demographics panel. It is not a required field.  <b>Business:</b> Clinic staff records the participant's Medicaid ID if available on the Demographics panel and saves the record.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the PMI# field for entry of a Medicaid ID. The field is not required.  <b>Business:</b> Clinic staff will enter the participant's Medicaid ID in the PMI# field on the Demographics tab.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.56 (B.302) Hide Social Security Number (SSN) Field - HIDESSN</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC collects the participant's SSN on the Demographics panel. It is not a required field.  <b>Business:</b> Clinic staff records the participant's SSN if available on the Demographics panel and saves the record.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the SSN field for entry and which also allows searches by SSN on the Participant List screen. The field is not required.  <b>Business:</b> Clinic staff will create enter the participant's SSN on the Demographics tab within the participant folder or the Certification Guided Script.	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.57 (B.61) Require Hospital Discharge Date - HOSPITALDISCHARGEDATEREQUIRED</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not collect the Hospital Discharge Date for postpartum women.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require the hospital discharge date for postpartum women.  <b>Business:</b> If the information is available to clinic staff they may provide the hospital discharge date on the Health Information tab of the participants' record.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.58 (B.18) Household Medicaid Eligibility for Participant or Household - HOUSEHOLDMEDICAIDELIGIBILITY</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC collects the participants Medicaid ID # but does not systematically apply adjunctive eligibility to the remaining participants in the household.  <b>Business:</b> Clinic staff collects the participants' Medicaid ID # and applies it to the appropriate record.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will apply Medicaid adjunctive eligibility to all members of the participant's household.  <b>Business:</b> Clinic staff will select the Medicaid check box in the Income Calculator. If the participant is either a Pregnant woman or an Infant, the system will automatically apply the Medicaid adjunctive eligibility to the income information for all of the members in the participant's household.	No Business Process Change	<b>Change: System Change Only</b> The system will automatically apply the information to all members of the participant's household.  <b>Impact: None</b>
<b>3.1.3.59 (B.39) Household TANF (ATAP) Eligibility to Household - HOUSEHOLDTANFELIGIBILITY</b>			
Value(s) Chosen: Y			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC does not collect Temporary Assistance for Needy Families (TANF) (or in Alaska the ATAP program) eligibility. <b>Business:</b> Clinic staff documents participation in the TANF/ATAP program in the participant's paper chart. Staff uses this information to adjunctively qualify all members of the participant's household.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will apply TANF eligibility of one participant to all other members of the participants' household. <b>Business:</b> Clinic staff will select the TANF check box in the Income Calculator. The system will then automatically apply the TANF adjunctively eligibility to the income information for all of the members in the participant's household.	Business Process	<b>Change:</b> Clinic staff will select the TANF checkbox in the Income Calculator. The system will then automatically apply the information to all members of the participant's household. <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT utilizes this information to apply adjunctive eligibility to all members of the participants' household.
<b>3.1.3.60 (B.252) Default Frequency Displayed for Income Line Items - INCOMEVIEWFREQ</b>			
<b>Value(s) Chosen:</b> 12 - Defaults income line items by month			
<b>System:</b> AKWIC captures income information for gross monthly income only. <b>Business:</b> Clinic staff enters the gross monthly household income, household size and select "Inc" to record the proof of income used.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will default to the option "Monthly" when new income is added. <b>Business:</b> Clinic staff adds a new income record through the Income Calculator dialog. When this dialog window is opened it will default to "Monthly". Clinic staff can change this option to Hourly, Weekly, Bi-weekly, Semi-monthly, or Yearly. Staff will then add the appropriate dollar amount and select a proof of income.	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.1.3.61 (B.26) Infant Certification Blood Work Requirement - INFANTBLOODWORK</b>			
<b>Value(s) Chosen:</b> 9			
<b>System:</b>	<b>System:</b>	No	<b>Change: System Change Only</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC does not utilize any system imposed rules for blood work records.</p> <p><b>Business:</b> Clinic staff collects infant blood work and input that information into AKWIC according to state policy which states that an infant blood work record is required between nine (9) and twelve (12) months.</p>	<p>The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will require a blood work value for infants once they reach nine (9) months of age.</p> <p><b>Business:</b> Clinic staff will collect infant blood work and input that information into AKWIC through the Certification Guided Script.</p>	<p>Business Process Change</p>	<p>Clinic staff will be required to provide a blood work record for infants between the ages of nine (9) and twelve (12) months of age. The system will require this information in order to certify the infant participant.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on the Certification Guided Script and the items required to complete certification for each age and category.</p> <p><u>Cross Reference:</u> Business Rule B.185 which sets an alert on the infant record if blood work has not been obtained.</p>
<b>3.1.3.62 (B.27) Use New Pregnancy Defaults - ISNEWPREGDEFAULTS</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC utilizes the information in “Pregnancy Outcome” of the Certification tab to determine if the participant is being certified as a Breastfeeding or Non-Breastfeeding participant. Additionally, AKWIC utilizes the Due Date to determine if the participant is being certified for a new pregnancy. If the new Due Date is within the next 10 months AKWIC assumes that this is a new pregnancy.</p> <p><b>Business:</b> Clinic staff updates the pregnancy outcomes for the participant (Delivery Date, Birth Wt, B F Dur,</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize Indiana’s new pregnancy defaults. When an existing woman participant is recertified, SPIRIT will display a dialog box requiring selection of the new WIC category for this participant. In addition, SPIRIT will not allow an existing pregnant participant to be recertified as pregnant without a post-partum record (pregnancy outcomes for the prior certification).</p> <p><b>Business:</b> Clinic staff will attempt a new certification for the woman participant and select the category in which the participant is being recertified. Clinic staff will not be able to recertify the</p>	<p>No Business Process Change</p>	<p><b>Change: System Change Only</b></p> <p><b>Impact: Minimal</b> Clinic staff will receive training on utilizing the “new” (to SPIRIT) pregnancy defaults employed by the system.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Age F St, and Survival Time). As a result of this information the system determines whether the participant will be certified as a post-partum continuation of a previous pregnancy.	participant as the same category if post-partum information has not been added.		
<b>3.1.3.63 (B.2) Age Allowed for WIC Statuses - MaximumChildAge; MaximumWomanAge; MinimumWomanAge</b>			
<b>Value(s) Chosen:</b> Max Child – 5 yrs; Minimum Woman – 8 yrs; Max Woman – 65 yrs.			
<p><b>System:</b> AKWIC determines the category for the participant based on the date of birth and in the case of adult participants, the absence or presence of due date or pregnancy outcomes determines the category for the participant. AKWIC has the following rules for minimum and maximum ages:</p> <ul style="list-style-type: none"> <li>• Infant: 0 – 12 months</li> <li>• Child: 12 months – 5 years</li> <li>• Woman: Minimum 10 years; no maximum age</li> </ul> <p><b>Business:</b> Clinic staff enters the pertinent participant information used to determine category (DOB, Prenatal Information if applicable). The system determines the participants' category at the point of certification.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will utilize a minimum and maximum age for all WIC categories for the State of Alaska.</p> <ul style="list-style-type: none"> <li>• Infant: 0 – 12 months</li> <li>• Child: 12 months – 5 years</li> <li>• Woman: Minimum 8 years; Maximum 65 years</li> </ul> <p><b>Business:</b> Clinic staff will initially provide a date of birth for the participant. Based on the participant's date of birth SPIRIT will filter the available categories for selection. For Infants and Children, SPIRIT automatically selects these categories based on the date of birth provided by the clinic staff person. For Women, clinic staff will choose between Pregnant, Breastfeeding, and Non-Breastfeeding categories.</p>	Business Process, Policy	<p><b>Change:</b></p> <p>(1) Clinic staff will capture the participant's date of birth during the Applicant Pre-Screening process which will enable SPIRIT to determine the categories available for selection.</p> <p>(2) For woman categories, Clinic staff will select the category for which the participant will be certified.</p> <p>(3) Clinic staff will not be able to certify a woman applicant who is older than sixty-five (65) years of age.</p> <p>(4) Clinic staff will be able certify a woman applicant who is eight (8) years old (vs. ten (10)).</p> <p><u>Policy Note:</u> State WIC Program Managers may want to update the WIC Policies &amp; Procedures Manual to include these new minimum and maximum ages for WIC</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			<p>participants.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT utilizes the participant's date of birth to filter the available categories for selection as well as the minimum and maximum ages for women categories.</p>
<b>3.1.3.64 (B.315) Change the Name of Medical Update Appointment Types – CLN_MedicalUpdateLabel (Old Rule: MIDCERTIFICATIONLABEL)</b>			
<b>Value(s) Chosen:</b> MID-CERT UPDATE			
<p><b>System:</b> AKWIC currently does not have a Mid-Cert Update appointment type.</p> <p><b>Business:</b> Clinic staff, utilizing the Appointment tab, clicks "Make Appointment" for the participant. Staff selects the appropriate Event Type for the appointment.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that the "Medical Update" label on the appointment scheduler dialog window within SPIRIT will say "MID-CERT UPDATE". A corresponding appointment type will be added via the Reference Utility during the development phase of the project.</p> <p><b>Business:</b> Clinic staff will select an appointment type from the dropdown menu within the appointment scheduler. For mid-certification appointments, staff will select Mid-Certification and these appointments will be color-coded orange in the scheduler. The legend at the bottom of the appointment scheduler displays the color-coding associated to all appointments scheduled on the calendar.</p>	Business Process	<p><b>Change:</b> Clinic staff will be able to utilize a new event type "MID-CERT UPDATE".</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on utilizing the appointment scheduler, its features and associated color-coding, etc.</p>
<b>3.1.3.65 (B.44) Remove Subjective from SOAP Note Template - NOSUBJECTIVEINSOAP</b>			
<b>Value(s) Chosen:</b> N			
<b>System:</b>	<b>System:</b>	Business	<b>Change:</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC does not have the capability to record subjective assessment for SOAP Notes.</p> <p><b>Business:</b> Clinic staff record SOAP notes on the participants' record in the Certification tab in the SOAP note format.</p>	<p>Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will not remove the "S:" (Subjective) header from the SOAP Note template.</p> <p><b>Business:</b> Clinic staff creates new SOAP Notes via the Certification Guided Script or by accessing "Manage Notes" from the Participant Folder. When staff creates the note, a template will be presented which includes the "S:" header. If the staff person chooses to utilize the template (by not deleting the information already in the SOAP Note) they will input the Subjective information under the header "S:" in the note.</p>	Process	<p>Clinic staff will utilize the system to record SOAP Notes. The SOAP Notes template will include the "S:" header to indicate where the Subjective information should be entered.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on all notes features including adding and modifying SOAP notes.</p>
<b>3.1.3.66 (B.56) View Notes for Household Sort Order - NOTESORTORDER</b>			
Value(s) Chosen: R			
<p><b>System:</b> AKWIC does not support date managed notes within the system.</p> <p><b>Business:</b> Clinic staff record notes in free-form text fields which do not capture a standard system date.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display notes for household in reverse chronological order (most recent first).</p> <p><b>Business:</b> Clinic staff will create a new note and the system will default the date to today's date. When staff saves the note they'll see the most recent note first on the View Notes dialog box.</p>	No Business Process Change	<p><b>Change: System Change Only</b> While staff will go through an additional two steps to create a new note there will not be a business process change regarding the order in which the notes are displayed.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on how to create / view / modify notes.</p>
<b>3.1.3.67 (B.257) Enable the "Other" Checkbox on the Income Calculator Dialog - OTHERADJUNCTIVEELIGIBILITY</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC does not have an 'other' option for adjunctive eligibility.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will display the "Other" check box and enable the "Proof of Other" dropdown menu in</p>	Business Process	<p><b>Change:</b> Clinic staff will have the capability to indicate additional adjunctive eligibility options</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>Business:</b> A business process does not exist.	the Income Calculator dialog box.  <b>Business:</b> Clinic staff will have the capability to select “Other” adjunctive eligibility if desired. Once checked, staff will select a proof from the “Proof of Other” dropdown menu, update the household size and save the record.		besides Medicaid or TANF/ATAP.  <b>Impact: Minimal</b> Clinic staff will receive training on utilizing the Income Calculator including the selection of adjunctively eligible programs.
<b>3.1.3.68 (B.296) Enable the Peer Counselor Referral Button from the Nutrition Education Contact Control - PEERCOUNSELORREFERRALENABLED</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not record Breastfeeding Peer Counselor (BFPC) referrals.  <b>Business:</b> Clinic staff utilizes internal (manual) processes to refer participants to Breastfeeding Peer Counselors.	<b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will display the “Peer Counselor Referral” button from the Nutrition Education Contact dialog window. When clicked, SPIRIT will log a Breastfeeding Peer Counselor Referral record.  <b>Business:</b> Clinic staff will add an individual nutrition education contact and if appropriate refer the participant to the Breastfeeding Peer Counselor. Staff will log the referral by clicking the “Peer Counselor Referral” button within the nutrition education dialog.	Business Process	<b>Change:</b> Clinic staff will log a Breastfeeding Peer Counselor referral from the individual nutrition education dialog. In addition, staff can log a referral from the Referral tab on the Participant Folder.  <b>Impact: Minimal</b> Clinic staff will receive training on referrals; how to log them and where they can be logged from.  <u>Cross-Reference:</u> Business Rule B.128.
<b>3.1.3.69 (B.282) Termination Notice Warning Period - TERMNOTICEWARNINGPERIOD</b>			
<b>Value(s) Chosen: 30</b>			
<b>System:</b> AKWIC provides a report which generates termination pending notifications to participants. Date ranges are available for selection which	<b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will allow official Certification Due Letter to be printed for participants whose	Business Process	<b>Change:</b> Clinic staff will generate the official letter of Certification Due from the Generate Reports screen.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>determines which participants are included in the report.</p> <p><b>Business:</b> Clinic staff accesses the Reports section of AKWIC to generate the termination pending letters on a schedule as defined by the respective local agency. Staff generates and mails the letters to participants which notify them of the termination date and the clinic that they should contact for recertification.</p>	<p>certification end date is within thirty (30) days of today's date.</p> <p><b>Business:</b> Clinic staff will access the "Generate Certification Due Reports / Letters" dialog from the Generate Reports screen. From here clinic staff can generate the Certification Due Letter. If the participants' certification end date is within thirty (30) days of today's date an official notice of pending termination will be available for printing.</p>		<p><b>Impact: Minimal</b> Clinic staff will receive training on generating reports and letters to participants including the Certification Due Letter.</p> <p><u>Cross-Reference:</u> Business Rule B.260.</p>
<b>3.1.3.70 (B.260) Days Prior To Termination for Pending Termination Notice Distribution - PENDINGTERMPERIOD</b>			
<b>Value(s) Chosen: 15</b>			
<p><b>System:</b> AKWIC provides a report which generates termination pending notifications to participants. Date ranges are available for selection which determines which participants are included in the report.</p> <p><b>Business:</b> Clinic staff accesses the Reports section of AKWIC to generate the termination pending letters on a schedule as defined by the respective local agency. Staff generates and mails the letters to participants which notify them of the termination date and the clinic that they should contact for recertification.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will allow official pending termination notices to be printed for participants whose certification end date is within fifteen (15) days of today's date.</p> <p><b>Business:</b> This official notice can be generated through five different processes. The business rule however, relates to only one of those processes:</p> <p>Clinic staff will access the "Work with On-site Group" list from the Participant List. This dialog will display all members of the household who are on-site. From here clinic staff can generate official notices, of which pending terminations are included. If the participants' certification end date is within fifteen (15) days of today's date an official notice of pending termination</p>	Business Process	<p><b>Change:</b> Clinic staff will generate the official notice of pending termination while the participant is toggled on-site (for the purposes of this rule).</p> <p><u>Note:</u> Additionally, the Pending Termination Notice can be generated through these other processes:</p> <ul style="list-style-type: none"> <li>On demand when the client receives their last checks.</li> <li>On demand on the Participant Folder screen by selecting the Generate Official Notification menu option on the Participant Activities menu.</li> <li>In batch for all clients who will be terminated during the selected date</li> </ul>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	will be available for printing.		<p>range on the Generate Official Notifications screen.</p> <ul style="list-style-type: none"> <li>In batch for all clients selected on the Work with On-site Group screen who will be terminated by automatic means within the number of days set in the PENDINGTERMPERIOD business rule of the current system date.</li> <li>When a partially breastfeeding mother has a linked infant whose Amount of Breastfeeding selection is changed to 'Receiving More than Maximum Formula'.</li> </ul> <p><b>Impact: Minimal</b> Clinic staff will receive training on the “Work with On-site Group” window and the capabilities contained within. The other methods noted for generating Pending Termination notices will be addressed in training as well.</p>
<b>3.1.3.71 (B.10) Participant Was Physically Present During Certification - PHYSICALLYPRESENT</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not require nor does it record whether a participant is physically present.</p> <p><b>Business:</b> Clinic staff does not record physical presence.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will require the selection of Physical Presence during the Certification Guided Script. It will be visible but disabled on the Participant Folder. A</p>	Business Process, Policy	<p><b>Change:</b> Clinic staff will be required to state whether the participant is physically present with the CPA for the certification appointment. If the participant is not present, a reason must be</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Staff often receives WIC applications from individuals in a health clinic or tribal clinic sometimes hundreds of miles away. Physical presence with the CPA is not a requirement so long as a member of the individuals' community can vouch for their existence and presence.	selection made during the Certification Guided Script will be visible on the Participant.  <b>Business:</b> Clinic staff will be required to select either Yes or No for Physical Presence during the Certification Guided Script. If no is selected, the CPA will be required to select a reason from the Reason Not Present dropdown menu.		specified.  <u>Note:</u> State staff will maintain the list of reasons in the Reference Utility module. There isn't a limit to the number of reasons that can be added / maintained. Staff will want to ensure an appropriate and Alaska specific set of reasons for selection are listed given the unique geographical and program service delivery challenges for the state.  <u>Policy:</u> State staff may want to update the Policies and Procedures Manual to include the required selection for Physical Presence.  <b>Impact: Severe</b> Clinic staff will receive training on the required elements to complete a certification attempt including the options for Physically Present.
<b>3.1.3.72 (B.263) Show the Race Button on the Prescreening Dialog – REMOVEDEFAULTTRACE (Old Rule: RaceButtonEnabledOnPrescreen)</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC does not utilize a prescreening mechanism. AKWIC does require the selection of race in order to save the applicant record.  <b>Business:</b> Clinic staff selects the race for the participant on the Demographics screen. A list of options is provided for selection. Staff, utilizing the participant application, makes a selection from	<b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will not enable the Race/Ethnicity button on the Applicant prescreening window.  <b>Business:</b> Clinic staff will make this selection on the Participant Folder prior to attempting certification or more often than not during the Certification Guided Script.	No Change	<b>Change: None</b> <b>Impact: None</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
the list.			
<b>3.1.3.73 Referral Contacts Allowed Per Day - REFERRALSPERDAY</b>			
Value(s) Chosen: 999			
<b>System:</b> AKWIC only allows two (2) referral contacts at any given time.  <b>Business:</b> Clinic staff selects the referral services for the participant on the Certification tab. If more referrals are needed clinic staff, utilizing local procedures, may document this information in the participants' paper chart.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow up to nine hundred and ninety-nine (999) referral contacts a day.  <b>Business:</b> Clinic staff will access the Referrals tab within the Participant Folder or through the Certification Guided Script and add as many referral contacts as desired or that are relevant for the participant.	No Business Process Change	<b>Change: System Change Only</b> Clinic staff can add as many as nine hundred and ninety-nine (999) referral contacts per day as needed.  <b>Impact: None</b>
<b>3.1.3.74 (B.35) Blood Work Required for All Certifications - REQUIREBLOOD</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not require a blood work record to complete a certification.  <b>Business:</b> Clinic staff collects blood work for all participants on the required schedule. Staff cannot always input this information prior to certification completion. Often, they'll add the information after the participant has left or during scheduled case work time (non-participant appointment time).	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require a blood work prior to completing certification.  <b>Business:</b> Clinic staff can continue to collect and enter the blood work information during <u>or after</u> the certification appointment <u>so long as the "Delayed Blood Work" checkbox has not been checked.</u>  <u>Note: Blood work cannot be entered once the participant has been certified if the "Delayed Blood Work" checkbox has been checked. Otherwise, the blood work can be added after</u>	No Change	<b>Change: None</b> <b>Impact: None</b>  <u>Policy Note: The State of Alaska will need to choose (and address in Policy) whether to:</u>  1) <u>Mark the "Delayed Blood Work" checkbox knowing that if checked, the system will not allow blood work to be entered after the Certification is complete and the system will terminate the participant at ninety (90) days for lack of blood work, or</u>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	<p><u>Certification is complete. However, despite business rule B.62, the system <b>will not</b> terminate the participant at ninety (90) days without the checkbox being selected. This is a known JIRA bug.</u></p>		<p><u>2) Train staff <b>not</b> to select the “Delayed Blood Work” checkbox which will allow staff to enter blood work after the Certification is complete, however, this will nullify business rule B.62 and the system will certify the participant according to their categorical eligibility.</u></p> <p><u><b>Training Note:</b> Depending on how the State of Alaska addresses the Policy issue, Training will be updated to reflect the desired approach.</u></p> <p><u><b>Cross-Reference:</b> Business Rules B.62, B.16, and B.36.</u></p> <p><u><b>Note:</b> B.35 states that blood work is not required to complete a certification attempt. B.62 specifies that a certification without blood work can only last for 90 days. B.16 specifies that blood work collected for a child that does not indicate anemia can be reused for subsequent certifications. The way that these rules will interact, based on the selections, means that a blood work value is not required at the time of certification (B.35) but because of B.62 if the blood work is not recorded by the 90 day marker, the certification will be terminated at the close of the 90th day. Therefore, participants that do not have blood work values entered at their certification appointment will be limited to a 90-day cert. B.16 - for children, supersedes the other two rules because it assumes that blood work values exist. However, if blood</u></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			work does not exist, rules B.35 and B.62 apply.
<b>3.1.3.75 (B.36) Blood Work Required for Certification (Not Physically Present) - REQUIREBLOODIFNOTPHYSICALLYPRESENT</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC does not require a blood work record to complete a certification.</p> <p><b>Business:</b> Clinic staff collects blood work for all participants per Policy. Staff cannot always input this information prior to certification completion. Often, they'll add the information after the participant has left or during scheduled case work time (non-participant appointment time).</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require a blood work prior to completing certification for participants who are not physically present.</p> <p><b>Business:</b> Clinic staff can continue to collect and enter the blood work information during <u>or after</u> the certification appointment <u>so long as the "Delayed Blood Work" checkbox has not been checked.</u></p> <p><u>Note: Blood work cannot be entered once the participant has been certified if the "Delayed Blood Work" checkbox has been checked. Otherwise, the blood work can be added after Certification is complete. However, despite business rule B.62, the system will not terminate the participant at ninety (90) days without the checkbox being selected. This is a known JIRA bug.</u></p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p> <p><b>Policy Note:</b> <u>The State of Alaska will need to choose (and address in Policy) whether to:</u></p> <ol style="list-style-type: none"> <li><u>1) Mark the "Delayed Blood Work" checkbox knowing that if checked, the system will not allow blood work to be entered after the Certification is complete and the system will terminate the participant at ninety (90) days for lack of blood work, or</u></li> <li><u>2) Train staff not to select the "Delayed Blood Work" checkbox which will allow staff to enter blood work after the Certification is complete, however, this will nullify business rule B.62 and the system will certify the participant according to their categorical eligibility.</u></li> </ol> <p><b>Training Note:</b> <u>Depending on how the State of Alaska addresses the Policy issue, Training will be updated to reflect the desired approach.</u></p> <p><b>Cross-Reference:</b> <u>Business Rules B.62, B.16, and B.35.</u></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			<p><u>Note:</u> B.36 states that blood work is not required to complete a certification attempt for participants who are not physically present. B.62 specifies that a certification without blood work can only last for 90 days. B.16 specifies that blood work collected for a child that does not indicate anemia can be reused for subsequent certifications. The way that these rules will interact, based on the selections, means that a blood work value is not required at the time of certification for participants who are not physically present (B.36) but because of B.62 if the blood work is not recorded by the 90 day marker, the certification will be terminated at the close of the 90th day. Therefore, participants that do not have blood work values entered at their certification appointment will be limited to a 90-day cert. B.16 - for children, supersedes the other two rules because it assumes that blood work values exist. However, if blood work does not exist, rules B.36 and B.62 apply.</p>
<b>3.1.3.76 (B.71) Height/Weight Required for Certification (Not Physically Present) - REQUIREHTWTIFNOTPHYSICALLYPRESENT</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC does not require a height and/or weight record to complete a certification.</p> <p><b>Business:</b> Clinic staff collects the height and weight for all</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require a height and weight prior to completing certification.</p> <p><b>Business:</b></p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p> <p><u>Cross-Reference:</u> If height and weight is not entered at the time of certification the</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
participants per Policy. Staff cannot always input this information prior to certification completion. Often, they'll add the information after the participant has left or during scheduled case work time (non-participant appointment time).	Clinic staff can continue to collect the height and weight information during the certification appointment (or at another time as necessary) and enter that information at a point and time which is more convenient.		<p>following Business Rules will be effected:</p> <ul style="list-style-type: none"> <li>• B.270 – System Assigns Risk Factor 114 (At Risk of Becoming Overweight)</li> <li>• B.271 – System Assigns Risk Factor 135 (Short Stature)</li> <li>• B.272 – System Assigns Risk Factor 141 (Low Birth Weight)</li> <li>• B.209 – Number of Days a Participant can be Certified without Height, Weight, and Risk 502 (VOC)</li> </ul>
<b>3.1.3.77 (B.264) Enable Breastfeeding Women Peer Counselor Contacts Report for Clinics - RPT_BFWOMENPEERCOUNCONTACT_ENABLED</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not have a Breastfeeding Women Peer Counselor Contacts Report available.</p> <p><b>Business:</b> Clinic staff refers participants to Breastfeeding Peer Counselors and utilize a locally defined process for tracking and monitoring contacts for BFPC's.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will provide the Breastfeeding Women Peer Counselor Contacts Report for Clinics.</p> <p><b>Business:</b> Clinic staff will access the Breastfeeding Peer Counselor Contacts Report via the System Outputs within the Clinic Module. Staff will utilize this report to monitor the number of contacts that a participant has with a BFPC.</p>	No Business Process Change	<p><b>Change: System Change Only</b> Clinic staff will be able to systematically monitor BFPC contacts via the BFPC Contacts Report. Participants will appear on this report consistent with the protocols contained in business rule: 3.1.3.12.</p> <p><b>Impact: None</b> Clinic staff will receive training on utilizing the BFPC Contacts Report to monitor BFPC Contacts.</p>
<b>3.1.3.78 (B.8) Potential Duplicate Applicant / Participant - SHOWDUPPARTICIPANT</b>			
<b>Value(s) Chosen: Y</b>			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p><b>System:</b> AKWIC detects potentially duplicate records based on the participants' name and DOB.</p> <p><b>Business:</b> Clinic staff enters the applicant information in the system. If there's a potential duplicate record AKWIC will notify the staff person and allow them to either cancel adding the record or continue on and add the applicant information.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will alert the staff person of a potentially duplicate record after the prescreening information has been entered and staff presses the "OK" button.</p> <p><b>Business:</b> Clinic staff will enter the applicant information in the prescreening dialog and click "OK". SPIRIT will notify the staff person of a potentially duplicate record. Staff then has the option of adding the new record or merging the applicant information with one of the identified participant records.</p>	<p>No Business Process Change</p>	<p><b>Change: System Change Only</b> AKWIC will only compare potentially duplicate records with those contained in the local agency of the staff person performing data entry.</p> <p>SPIRIT will compare potentially duplicate records against all records within the SPIRIT system.</p> <p><b>Impact: Minor</b> Clinic staff will receive training on how to handle potentially duplicate records.</p>
<b>3.1.3.79 (B.55) Save Duplicate Demographic Information Option - SAVDUPDEMOGRAPHICS</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC detects potentially duplicate records based on the participants' name and DOB. AKWIC allows the creation of a duplicate record depending on the staff person's action when notified.</p> <p><b>Business:</b> Clinic staff enters the applicant information in the system. If there's a potential duplicate record AKWIC will notify the staff person and allow them to either cancel adding the record or continue on and add the applicant information.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable the capability to save potentially duplicate information. The system utilizes the participant's name and DOB to determine if the applicant is a potential duplicate (see Business Rule B.8).</p> <p><b>Business:</b> Clinic staff enters the applicant information in the system. The system will automatically scan all WIC participant records to determine if there's a potential duplicate. If the system believes there is, it will display a dialog window with the potential duplicates First, Last Name and DOB. Staff will choose to merge the new information into the existing record (and it will be updated) or continue on and add the applicant record.</p>	<p>No Business Process Change</p>	<p><b>Change: System Change Only</b> Clinic staff will receive more information about the potentially duplicate record.</p> <p><b>Impact: None</b></p> <p><u>Cross-Reference:</u> Business Rule B.8.</p> <p><u>Note:</u> The Database Administrator (DBA) can merge duplicate records through SQL scripts performed against the appropriate SPIRIT tables. It should be noted that the Dual Enrollment Report will help State Agency staff and/or LA Coordinators determine which records will be merged.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.80 (B.297) Enable the Controls That Allow a Scanned Document to Be Assigned To Additional Household Members - SCANALLOWMULTIASSIGN</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not capture scanned documents.</p> <p><b>Business:</b> Clinic staff makes copies of documents and place in the participants' paper chart as necessary.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow a document scanned for one (1) participant to be assigned to multiple members of the household.</p> <p><b>Business:</b> Clinic staff will open the participant record for which they intend to scan a document and select Document Imaging and scan a new document. Once the document has been scanned it can be assigned to additional household members.</p>	No Business Process Change	<p><b>Change: System Change Only</b> Clinic staff will have the capability to maintain documents provided as proof of income, residency, or categorical eligibility, etc. within the system in a document library.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on utilizing the Document Imaging functions and how to assign one (1) document to multiple household members.</p>
<b>3.1.3.81 (B.40) Default Dialog after Prescreening is Complete - SCREENAFTERPRESCREEN</b>			
<b>Value(s) Chosen: 2 (Open Participant Folder radio button is the default)</b>			
<p><b>System:</b> AKWIC does not have a separate prescreening dialog.</p> <p><b>Business:</b> Clinic staff creates a new record and enter the appropriate information (First, Last name, DOB, address, telephone number, and race) and saves the information.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will default to opening the prescreened applicants' Participant Folder upon saving the prescreening information.</p> <p><b>Business:</b> Clinic staff will create a new household which will open the prescreening dialog. Staff will enter the required information (First, Last name, DOB, gender (if an infant or child), address, telephone number and how the applicant heard about WIC.) The default option based on this rule is to open the Participant Folder for the applicant. Staff can choose to add another</p>	No Business Process Change	<p><b>Change: System Change Only</b> Although there is an extra screen (prescreening) clinic staff will utilize similar business processes to view the participant record.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on the Prescreen Applicant dialog and the steps performed in adding a new participant to SPIRIT.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	household member or return to the participant list prior to clicking the “OK” button if desired.		
<b>3.1.3.82 (B.43) Show Termination Information on Participant List - SHOWTERMINATIONINFO</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not display certification termination information on the participant search results.  <b>Business:</b> Clinic staff search for a participant record, open the desired record and view the Certification tab to view termination information for a participant.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the termination date and termination reason for a selected participant from the participant search screen when the staff person selects “Show Details” for the selected participant.  <b>Business:</b> Clinic staff will perform a search for a participant. Once a participant is selected (by clicking the line item once) staff will click the “Show Details” button. In this display clinic staff will be able to see the termination date and the reason for termination.	No Business Process Change	<b>Change: System Change Only</b> Clinic staff will be able to see relevant termination information without having to completely open the Participant Folder.  <b>Impact: None</b>
<b>3.1.3.83 (B.267) Show the WIC Category in the Nodes of the Risk Factors Tree View - SHOWWICCATWITHRISKFACTORS</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not display the WIC category and risk codes assigned during the certification in the certification history. For a current certification, risk codes assigned are displayed in the context of the active participant record (where the WIC category is viewable).  <b>Business:</b> <i>A business process does not exist for the display</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the WIC Category next to the date that the risk factor(s) were assigned.  <b>Business:</b> Clinic staff will view the Risk Factors tab within the Participant Folder and will see the dates in which risk factors were assigned, the WIC Category at the time they were assigned,	No Business Process Change	<b>Change: System Change Only</b> Clinic staff have a historical view of all risk factors that have been assigned to the participant and the WIC Category of the participant at the time they were assigned.  <b>Impact: None</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<i>of a WIC category in the same view as the assigned risk factors.</i>	along with a list of risk factors.		
<b>3.1.3.84 (B.321) Suppress Infant Birth Height and Weight on Infant Growth Grids - SUPPRESSBIRTHDATAONGROWTHGRID</b>			
<b>Value(s) Chosen:</b> N – Display the Birth Measurement on all Five (5) Infant Growth Grids.			
<b>System:</b> AKWIC displays the birth measurement on the infant growth grids.  <b>Business:</b> Clinic staff is able to view the birth measurement for all infant growth grids.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the birth measurement on the five (5) infant growth grids.  <b>Business:</b> Clinic staff is able to view the birth measurement for all infant growth grids.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.85 (B.270) System Assigns Risk Factor 114 (At Risk of Becoming Overweight) - SYS_ASSIGN_RF114</b>			
<b>Value(s) Chosen:</b> N			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not automatically assign Risk Factor 114 – At Risk of Becoming Overweight, for children and infants.  <b>Business:</b> Clinic staff will manually assign this risk factor, as appropriate.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.86 (B.271) System Assigns Risk Factor 135 (Short Stature) - SYS_ASSIGN_RF135</b>			
<b>Value(s) Chosen:</b> Y			
<b>System:</b>	<b>System:</b>	Business	<b>Change:</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC does not currently automatically assign risk factors.</p> <p><b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.</p>	<p>The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 135 – Inadequate Growth, for children and infants.</p> <p><b>Business:</b> Clinic staff will enter the weight information for the participant and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see Appendix).</p>	Process	<p>Clinic staff will not need to manually assign this risk code.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.</p>
<b>3.1.3.87 (B.272) System Assigns Risk Factor 141 (Low Birth Weight) - SYS_ASSIGN_RF141</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not currently automatically assign risk factors.</p> <p><b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 141 – Low Birth Weight, for children and infants.</p> <p><b>Business:</b> Clinic staff will enter the height and weight information for the participant and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see Appendix).</p>	Business Process	<p><b>Change:</b> Clinic staff will not need to manually assign this risk code.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.</p>
<b>3.1.3.88 (B.273) System Assigns Risk Factor 211 (Elevated Blood Lead Levels) - SYS_ASSIGN_RF211</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC does not currently automatically assign risk factors.</p> <p><b>Business:</b> Clinic staff assigns this risk factor in the system</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not automatically assign Risk Factor 211 – Elevated Blood Levels, for all WIC Categories.</p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>Business:</b> Clinic staff will manually assign this risk factor, as appropriate.		
<b>3.1.3.89 (B.274) System Assigns Risk Factor 331 (Pregnancy at a Young Age) - SYS_ASSIGN_RF331</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 331 – Pregnancy at a Young Age for Pregnant, Breastfeeding, and Non-Breastfeeding WIC categories.  <b>Business:</b> Clinic staff will enter the DOB for the participant and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see Appendix).	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.
<b>3.1.3.90 (B.275) System Assigns Risk Factor 335 (Multifetal Gestation) - SYS_ASSIGN_RF335</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 335 – Multifetal Gestation for Pregnant, Breastfeeding, and Non-Breastfeeding WIC categories.  <b>Business:</b> Clinic staff will select "Expecting Multiple Births" for a pregnant participant and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see Appendix). For Breastfeeding and Non-Breastfeeding	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	participants if there was more than one fetus in the most recent pregnancy the system will assign this risk code as well.		
<b>3.1.3.91 (B.276) System Assigns Risk Factor 337 (Multifetal History of a Birth of a Large for Gestational Age Infant) - SYS_ASSIGN_RF337</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 337 – Multifetal History of a Birth of a Large for Gestational Age Infant for Pregnant, Breastfeeding, and Non-Breastfeeding WIC categories.  <b>Business:</b> Clinic staff will enter the weight for the infant on the "Infant(s) Born from this Pregnancy" dialog for the participant and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see Appendix).	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.
<b>3.1.3.92 (B.278) System Assigns Risk Factor 601 (Breastfeeding Woman of an Infant at Nutritional Risk) - SYS_ASSIGN_RF601</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 601 – Breastfeeding Woman of an Infant at Nutritional Risk, for women in the Breastfeeding WIC category.  <b>Business:</b> Clinic staff will create a two-way link between the infant and breastfeeding woman and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	Appendix).		
<b>3.1.3.93 (B.279) System Assigns Risk Factor 701 (Infant up to 6 Months Old of a WIC Mother, or of a Woman who would have been Eligible during Pregnancy) - SYS_ASSIGN_RF701</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 701 – Infant up to 6 Months Old of a WIC Mother, or of a Woman who would have been Eligible, for infants.  <b>Business:</b> Clinic staff will create a two-way link between the infant and woman WIC participant and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see Appendix).	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.
<b>3.1.3.94 (B.280) System Assigns Risk Factor 702 (Breastfeeding Infant of a Woman of Nutritional Risk) - SYS_ASSIGN_RF702</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 702 – Breastfeeding Infant of a Woman of Nutritional Risk, for infants.  <b>Business:</b> Clinic staff will create a two-way link between the infant and breastfeeding woman and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	Appendix).		
<b>3.1.3.95 (B.281) System Assigns Risk Factor 903 (Foster Care) - SYS_ASSIGN_RF903</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically assign Risk Factor 903 – Foster Care, if appropriate for all WIC Categories.  <b>Business:</b> Clinic staff will select the “Living with Foster Parent(s)” checkbox on the Demographics tab and the system will assign the risk code if the criterion described in the Risk Factors Matrix is met (see Appendix).	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.
<b>3.1.3.96 (B.133) Use Two Most Recent Measurements in Calculating Risk Factor 133 for Pregnant - USETWOMOSTRECENTMEASUREMENTSRF133P</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not currently automatically assign risk factors.  <b>Business:</b> Clinic staff assigns this risk factor in the system based on information collected at the participant's appointment or from information provided by the participant's village clinic.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will assign Risk Factor 133 – High Maternal Weight Gain, to pregnant women (current pregnancy) when a single baby is expected and the average weight gained during the pregnancy is $\geq 7$ lbs. per month.  The average weight gained is calculated using the weight difference between the pre-pregnancy weight and the weight of the most recent anthropometric contact for the woman, averaged by the number of months between the LMP date and the date of the most recent anthropometric contact for the	Business Process	<b>Change:</b> Clinic staff will not need to manually assign this risk code.  <b>Impact: Minimal</b> Clinic staff will receive training on how SPIRIT automatically assigns risk factors.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	<p>woman.</p> <p><b>Business:</b> Clinic staff will record an anthropometric contact for the woman at each appointment.</p>		
<b>3.1.3.97 (B.182) VENA Contact Information Required During Certification Guided Script - VENAISREQUIRED</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not collect nor require a VENA contact in order to certify a participant.</p> <p><b>Business:</b> Clinic staff record VENA responses on a paper form and place that information into the participants paper chart.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will require a VENA contact to be completed in order to certify a participant and issue benefits.</p> <p><b>Business:</b> Clinic staff will utilize the Certification Guided Script to complete the VENA contact.</p>	Business Process	<p><b>Change:</b> Clinic staff is not currently prevented from certifying a participant without a VENA contact because the system does not record this information.</p> <p><b>Impact: Severe</b> The fact that this will now be required to complete a certification creates a severe impact on clinic staff.</p> <p>Clinic staff will receive training on the Certification Guided Script of which VENA contacts will be a part of.</p>
<b>3.1.3.98 (B.292) Additional Information Required for VOC Certification Process - VOC_ADDITIONALHEALTHINFO</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC collects the Certification End Date for the participant.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require additional VOC information for Breastfeeding, Non-</p>	Business Process	<p><b>Change:</b> Clinic staff will be required to enter slightly more information about the participant prior to certifying and issuing benefits in SPIRIT</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>Business:</b> Clinic staff provides the Certification End Date based on the information received from the previous state. Staff enters the demographic information, certification end date, selects a food package, certifies the participant and issues benefits.	breastfeeding and Pregnant women.  <b>Business:</b> Clinic staff will provide the minimally required information such as the Certification End Date based on the information received from the previous state. As part of the VOC process, staff will also enter the participants' demographic information, select the "Applicant has VOC" checkbox and provide the certification end date. For participants being certified as Pregnant, SPIRIT will require the EDD and LMP date. For Breastfeeding, SPIRIT will require the ADD date and amount of breastfeeding. For Non-breastfeeding, children and infants no additional information is needed. This is the minimum amount of information based on the business rule selection.		then they do in AKWIC.  <b>Impact: Moderate</b> Clinic staff will receive training on the various scenarios for certifying a VOC participant.
<b>3.1.3.99 (B.299) Number of VOC Documents That Can Be Issued/Printed - VOC_ALLOWED</b>			
<b>Value(s) Chosen: 99</b>			
<b>System:</b> AKWIC does not limit the number of VOC documents that can be printed for a participant.  <b>Business:</b> Clinic staff prints a VOC document for the participant at the certification appointment especially if they're migrant or homeless. Otherwise clinic staff produces the VOC upon request.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will limit the number of VOC documents to be printed for a participant to ninety-nine (99).  <b>Business:</b> Clinic staff will print the VOC document. A flag will be recorded in the system for each VOC printed for the participant. Once the participant flags equal ninety-nine (99) staff will not be able to print any additional VOC documents.	No Business Process Change	<b>Change: System Change Only</b> While there will be a system imposed limit clinic staff is unlikely to experience an impact from this rule.  <b>Impact: None</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.100(B.300) Generate a Note in the Participant Folder when VOC is Printed - VOC_TRACKPRINT</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not record a note on the participant record when a VOC is printed.  <b>Business:</b> Clinic staff do not record any notes related to the printing of VOC documents.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will create a note in the Participant Folder when a VOC document is printed.  <b>Business:</b> Clinic staff will issue a VOC document from the system. SPIRIT will create a note on the Participant Folder which can be viewed by accessing the "Manage Notes" dialog.	No Business Process Change	<b>Change: System Change Only</b> SPIRIT will create a note on the Participant Folder each time a VOC document is printed.  <b>Impact: None</b>
<b>3.1.3.101(B.293) Number of Vouchers to Be Printed Per Benefits Period - VOUCHERSPERPERIOD</b>			
<b>Value(s) Chosen: 0 (Default to check distribution rules)</b>			<b>** Possible MOV Related Rule **</b>
<b>System:</b> AKWIC does not print vouchers in the way that SPIRIT refers to them.  <b>Business:</b> <i>A business process does not exist for Voucher printing.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize the check distribution rules (defined in the Reference Utility in the food item wizard) to determine the number of vouchers to be printed per benefit period for the participant.  <b>Business:</b> If clinic staff issue benefits with the Voucher distribution method SPIRIT will utilize the same distribution rules utilized for Checks.  If the State WIC Program decides to utilize this distribution method for MOV, Clinic staff will issue benefits with this distribution method option instead of the Checks distribution	Business Process	<b>Change:</b> If utilized for MOV, Clinic staff will issue MOV benefits through this distribution method.  <u>Clarifying Note:</u> SPIRIT refers to Vouchers as food instruments with the exception that Vouchers cannot be redeemed through the banking contractor. Vouchers must be submitted to the State Agency for payment instead.  <b>Impact: Moderate</b> If it is determined that the Voucher distribution method will be used for MOV, Clinic staff will receive training on the two (2) distribution methods, their differences, and

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	option.		when to use the Check or Voucher distribution method.  <u>Cross-Reference:</u> B.245 - Enable the Voucher Radio Button on the Agency/Clinic Dialog
<b>3.1.3.102 (B.54) Work with On-site Group Display Option - WWOG-DISPLAY</b>			
<b>Value(s) Chosen:</b> M (Display all household members Work with On-site Group)			
<b>System:</b> AKWIC does not have the capability to toggle participants on and off-site.  <b>Business:</b> Clinic staff utilizes internal processes to manage participants who are on-site.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display all household members in the Work with On-site Display option.  <b>Business:</b> Clinic staff will access the Work with On-site Group dialog which will show all participants currently toggled as on-site in the clinic. From here clinic staff can perform a variety of functions such as issue checks to groups of individuals (for group nutrition education purposes); print any notices or letters for select individuals on-site or for everyone; and apply group nutrition education contact records and topics covered to selected individuals.	Business Process	<b>Change:</b> Clinic staff will be able to view and manage on-site participants, generate letters and issue benefits to groups of participants from this display.  <b>Impact: Minimal</b> Clinic staff will receive training on utilizing the Work with On-site Group dialog window to perform a variety of functions.  <u>Note:</u> (Work-Around) The Work with On-Site Group window can be used to batch print checks for mailing or in-person delivery by a mobile clinic.
<b>3.1.3.103 (B.192) Maximum Days for Half Prorated Food Package – Breastfeeding - B_MAX_DAYS_HALF_PACKAGE</b>			
<b>Value(s) Chosen:</b> 32			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Clinic staff prescribes a full month of food benefits.	food packages. <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.		and issuing benefits in the new system.
<b>3.1.3.104(B.191) Maximum Days for Quarter Prorated Food Package – Breastfeeding - B_MAX_DAYS_QUARTER_PACKAGE</b>			
<b>Value(s) Chosen: 32</b>			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.105(B.193) Maximum Days for Three Quarter Prorated Food Package – Breastfeeding - B_MAX_DAYS_THREE_QUARTER_PACKAGE</b>			
<b>Value(s) Chosen: 32</b>			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.106(B.201) Maximum Days for Half Quarter Prorated Food Package – Child - C_MAX_DAYS_HALF_PACKAGE</b>			
Value(s) Chosen: 32			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.107(B.200) Maximum Days for Quarter Prorated Food Package – Child - C_MAX_DAYS_QUARTER_PACKAGE</b>			
Value(s) Chosen: 32			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.1.3.108(B.202) Maximum Days for Three Quarter Prorated Food Package – Child - C_MAX_DAYS_THREE_QUARTER_PACKAGE</b>			
<b>Value(s) Chosen: 32</b>			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.109(B.204) Maximum Days for Half Prorated Food Package – Infant - I_MAX_DAYS_HALF_PACKAGE</b>			
<b>Value(s) Chosen: 32</b>			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.110(B.203) Maximum Days for Quarter Prorated Food Package – Infant - I_MAX_DAYS_QUARTER_PACKAGE</b>			
<b>Value(s) Chosen: 32</b>			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.111 (B.205) Maximum Days for Three Quarter Prorated Food Package – Infant - I_MAX_DAYS_THREE_QUARTER_PACKAGE</b>			
Value(s) Chosen: 32			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.112 (B.195) Maximum Days for Half Prorated Food Package – Non-Breastfeeding - N_MAX_DAYS_HALF_PACKAGE</b>			
Value(s) Chosen: 32			
<b>System:</b> AKWIC does not prorate food packages for any	<b>System:</b> The business rule selection chosen by State WIC Program	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>participant.</p> <p><b>Business:</b> Clinic staff prescribes a full month of food benefits.</p>	<p>Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.</p> <p><b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.</p>		<p>Clinic staff will receive training on prescribing and issuing benefits in the new system.</p>
<b>3.1.3.113 (B.194) Maximum Days for Quarter Prorated Food Package – Non-Breastfeeding - N_MAX_DAYS_QUARTER_PACKAGE</b>			
<b>Value(s) Chosen: 32</b>			
<p><b>System:</b> AKWIC does not prorate food packages for any participant.</p> <p><b>Business:</b> Clinic staff prescribes a full month of food benefits.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.</p> <p><b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.</p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.</p>
<b>3.1.3.114 (B.196) Maximum Days for Three Quarter Prorated Food Package – Non-Breastfeeding - N_MAX_DAYS_THREE_QUARTER_PACKAGE</b>			
<b>Value(s) Chosen: 32</b>			
<p><b>System:</b> AKWIC does not prorate food packages for any participant.</p> <p><b>Business:</b> Clinic staff prescribes a full month of food benefits.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.</p> <p><b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit</p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	for all participants.		
<b>3.1.3.115(B.198) Maximum Days for Half Prorated Food Package – Pregnant - P_MAX_DAYS_HALF_PACKAGE</b>			
Value(s) Chosen: 32			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.116(B.197) Maximum Days for Quarter Prorated Food Package – Pregnant - P_MAX_DAYS_QUARTER_PACKAGE</b>			
Value(s) Chosen: 32			
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.117(B.199) Maximum Days for Three Quarter Prorated Food Package – Pregnant - P_MAX_DAYS_THREE_QUARTER_PACKAGE</b>			
Value(s) Chosen: 32			



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC does not prorate food packages for any participant.  <b>Business:</b> Clinic staff prescribes a full month of food benefits.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not prorate food packages and therefore has selected thirty-two (32) days for all food packages.  <b>Business:</b> Clinic staff will prescribe and issue a full month of food benefit for all participants.	No Change	<b>Change: None</b>  <b>Impact: None</b> Clinic staff will receive training on prescribing and issuing benefits in the new system.
<b>3.1.3.118(B.265) Default Start Dates Related to the Introduction of Formula or Foods to DOB - SETSTARTDATETODOB</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC does not utilize a default date for the introduction of formula or solid foods.  <b>Business:</b> Clinic staff types the date that the participant started formula and/or solid foods.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not default the date for the introduction of formula or solid foods to the participants' DOB in the calendar object.  <b>Business:</b> Clinic staff can either type the date into the numeric entry field or utilize the calendar object to select the date.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.1.3.119(B.249) Date New Food Package Rules Are Implemented - FOODPACKAGEIMPLEMENTATIONDATE</b>			
<b>Value(s) Chosen: 08/03/2011 (This is not final, <del>per Dana Kent</del>)</b>			
<b>System:</b> AKWIC utilizes the food packages in the system on the date they are entered. Food packages do not currently utilize effective / end dates for implementation.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize a sunrise (effective) date for new food package rules.  <b>Business:</b>	No Change	<b>Change: None</b>  <b>Impact: None</b> Business application support personnel will receive training on updating business rules.

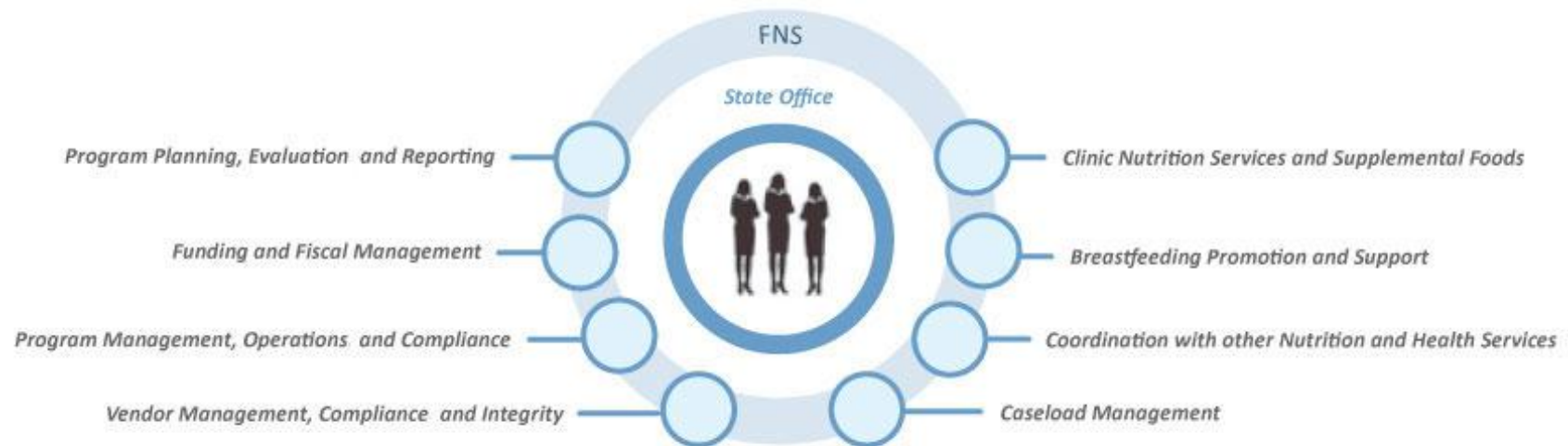
As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p><b>Business:</b> A business process does not exist for clinic staff.</p> <p><u>Note:</u> However, application support personnel input the new food packages on the central (master) database and propagate this information out to the distributed databases as part of a batch process that occurs each evening.</p>	<p>A business process does not exist for clinic staff.</p> <p><u>Note:</u> However, application support personnel will update this date via this business rule when the date is known which will take <del>affect</del><u>effect</u> on the central operations database when the date arrives.</p>		<p><u>Note:</u> While this rule appears to be a system / application administration rule the value for the rule is provided by the WIC Clinic Program Manager. Therefore, it was determined that it belonged in the Clinic section of this document.</p>

### 3.2 State Office Business Process Overview

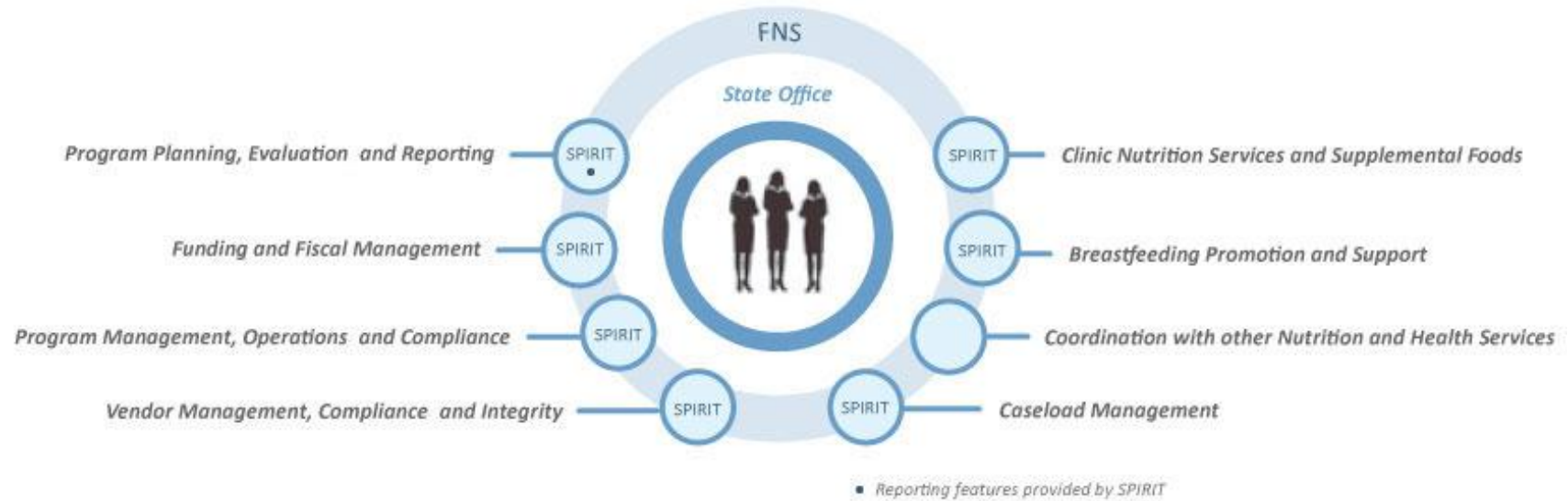
The State WIC Office provides program direction in administration and nutrition services. State Office staff is responsible for program planning and evaluation; fund management; program operations; fiscal management; vendor management and integrity; clinic nutrition services; breastfeeding promotion and support; supplemental foods; coordination with other nutrition and health services and data processing.

The WIC Program Director has overall responsibility for management of State WIC, CSFP, FMNP Programs; federal and state program funding; statewide caseload management; recruitment, selection and supervision of State WIC and Nutrition Staff; in addition to policy and procedure development. Each member of the Program Directors' staff has specific areas of concentration such as program management coordination; nutrition coordination, awareness and outreach; breastfeeding promotion and support; vendor relations, management, compliance and monitoring; fiscal management, coordination and support.

#### 3.2.1 Alaska State Office Operational Diagram



### 3.2.2 SPIRIT State Office Operational Diagram



### 3.2.3 State Office Business Rule Selections and Change Candidates

The types of changes noted in this document are:

- **Business Process:** A change to business process may be required or recommended based on the information available to ASI at the time this document was prepared.
- **Policy:** A change to the SoA WIC Policies & Procedures may be required or recommended based on the information available to ASI at the time this document was prepared.
- **No Business Process Change:** A system change has occurred; however that change will not impact business processes, policies or procedures.
- **No Change:** A change in system or business process does not exist therefore business processes and/or policy and procedure changes are not needed.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.2.3.1 (B.207) Enable Assigned Caseload by Service Site instead of by Agency - CASELOAD_BY_SERVICESITE</b>			
<b>Value(s) Chosen:</b> N – Caseload is managed and processed by local agency (instead of clinic/service site)			
<p><b>System:</b> AKWIC manages assigned caseload by local agency.</p> <p><b>Business:</b> State Office staff (and the LA) monitors caseload on a monthly basis via the 505a Active Participation Report and 505e Enrolled Participation Report. State Office staff deploys a variety of strategies to assist LA's in reaching or maintaining their assigned Caseload Performance Standard.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable assigned caseload by local agency.</p> <p><b>Business:</b> State Office staff will utilize "Assigned Caseload" to monitor caseload performance in real-time via the State Office module. In addition, staff can run the "Actual Enrollment Versus Caseload Assigned" report to monitor Active and Enrolled Participation.</p> <p><u>Note:</u> LA's will not be able to access these reports through the CAS module. State staff may choose to send the monthly report to the LA Coordinator each month.</p>	<p>Business Process, Policy</p>	<p><b>Change:</b> LA's will not have access to the "Actual Enrollment Versus Caseload Assigned" report, if LA access is desired, a custom report will need to be created.</p> <p><u>Policy/Procedure:</u> Access to specified reports will need to be updated. In addition, references to AKWIC and the associated functionality, reporting titles and instructions will need to be updated.</p> <p><b>Impact: Minimal</b> State Office staff will receive training on access real-time caseload information.</p> <p>LA Coordinators will receive training on utilizing the CAS module and accessing reports.</p>
<b>3.2.3.2 (B.210) Check Overlay Identification Number - CHECKOVERLAYID</b>			
<b>Value(s) Chosen:</b> 10000			
<p><b>System:</b> AKWIC utilizes the images stored in the MICR printer to print on blank check stock.</p> <p><b>Business:</b> System / Application administrators at the state level program the MICR printer with the</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will look for image number 10000 to print the overlay images.</p> <p><b>Business:</b> System / Application administrators at the state or local level</p>	<p>Business Process</p>	<p><b>Change:</b> System / Application administrators (state or local) will be required to maintain the check overlay ID should it need to change in the future utilizing the .exe file provided by ASI.</p> <p><b>Impact: Moderate</b></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
appropriate information.	will utilize an .exe file provided by ASI to program the printer after rollout.		System / Application administrators at the local level will be required to program their MICR printers with an ASI provided .exe file. Central Operations and Help Desk staff will be trained on utilizing the .exe file to program the MICR printers.
<b>3.2.3.3 (B.312) Allow the Preview of Check Images from the Banking System - CLN_ENABLECHECKIMAGEPREVIEW</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not display a preview of check images from the banking system.  <b>Business:</b> State Office staff view check images on the banking contractor's system, as needed.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will capture the check preview image and make it available within the system.  <b>Business:</b> State Office, Local Agency and Clinic staff can access the Benefits History for a participant and view the details of an issuance. The details view will enable the "Check/Image" button if an image exists for the benefit issued otherwise it will remain disabled.  <u>Note:</u> Local Agency and Clinic staff will not have access to the participant file unless that participant is currently in their agency / clinic.	No Business Process Change	<b>Change: System Change Only</b> State, LA, and Clinic staff will have access to view these check images.  <u>Note:</u> This may require a <u>condition in the payment processor's contract change to the banking contractor's contract and/or system</u> to pass this information to SPIRIT.  <b>Impact: None</b> State, LA, and Clinic staff will receive training on how to access and view check images in SPIRIT.
<b>3.2.3.4 (B.238) Name of the State's ID Number - ExternalIDName</b>			
<b>Value(s) Chosen: STATE OF AK</b>			
<b>System:</b> AKWIC does not have an external ID name.  <b>Business:</b>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize "STATE OF	No Business Process	<b>Change: System Change Only</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
A business process does not exist specific to this rule.	AK" as the state's external ID name.  <b>Business:</b> A business process does not exist specific to this rule.	Change	
<b>3.2.3.5 (B.246) Number of Days for a Food Instrument Exception - FI_EXCEPTION_DAYS</b>			
<b>Value(s) Chosen: 90</b>			
<b>System:</b> AKWIC allows for ninety (90) days before applying a Food Instrument Exception.  <b>Business:</b> A business process does not exist specific to this rule.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow ninety (90) days before applying a Food Instrument Exception.  <b>Business:</b> A business process does not exist specific to this rule.	No Change	<b>Change: None</b> <b>Impact: None</b>  <u>Note: This business rule deals specifically with expiration dates applied to the Food Instruments' LDTU which identifies the number of days the Vendor has to redeem the FI. See also B.247 FI EXPIRATION_DAYS.</u>
<b>3.2.3.6 (B.248) Month and Day When the Income Guidelines Year Ends - FISCALYEAREND</b>			
<b>Value(s) Chosen: 06/30</b>			
<b>System:</b> AKWIC does not capture the date in which the Income Guidelines year ends.  <b>Business:</b> Business application support personnel input the new income guidelines on the evening prior to the date the new guidelines take effect.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize a 06/30 end date for Income Guidelines.  <b>Business:</b> State Office and/or Business Application support personnel will maintain the income guidelines via the Reference Utility and add in as many years of income guidelines in advance as available. The system will turn off the old guidelines on 06/30 of each year and reference the new state fiscal year date for the	No Business Process Change	<b>Change: System Change Only</b> State Office and/or Business Application Support personnel will input the income guidelines for each year as far in advance as possible (and update them if they should change prior to implementation). The system will automatically switch to the new guidelines on 07/01.  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	new guidelines.		
<b>3.2.3.7 (B.303) Community Health Board (CHB) Organizational Structure - INCLUDEGRANTEES</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not have the capability to organize and maintain grantee to agency to clinic relationships.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include the CHB organizational (Grantee > Agency > Clinic 1, Clinic 2, Clinic 3, etc.) structure which provides the grantee to clinic relationship during setup.  <b>Business:</b> <i>A business process specific to this rule does not exist. See Business Rule B.304 (below) for more information.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>
<b>3.2.3.8 (B.304) Store the Grantee Name - GRANTEENAME</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not store the grantee name within the system.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will store the grantee name.  <b>Business:</b> State Office and/or Business Application support personnel will organize the WIC agencies underneath a grantee name via the Reference Utility.  <u>Note:</u> Alaska may choose to utilize this option to store multiple LA's under a single grantee name.	No Business Process Change	<b>Change: System Change Only</b> State Office and/or Business Application Support personnel will organize this information in the Reference Utility.  <b>Impact: Minor</b> (1) A previously manual (or offline) process of maintaining the clinic/agency/grantee relationship will now be automated.  (2) State Office and Business Application Support personnel will receive training on this and other functions contained within the Reference Utility.



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			<u>Note / Cross-Reference:</u> This rule is dependent on B.303 being “Yes”. If it is “No”, this rule is irrelevant.
<b>3.2.3.9 (B.251) Show Check Digit on MICR Line of Food Instrument Checks - INCLUDECHECKDIGIT</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not print the check digit in the MICR line of food instrument checks.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the check digit on the MICR line of food instrument checks to help reduce errors when the bank reads the serial number electronically.  <b>Business:</b> A business process does not exist. The system will automatically assign the check digit based on the check number range assigned to each service site.	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>  <u>Note: This may be required as a condition of the processor’s contract.</u>
<b>3.2.3.10 (B.268) Signature Pad Model Used - SIGPADMODEL</b>			
<b>Value(s) Chosen: 1 – Small Signature Pad <del>(Still to be determined)</del></b>			
<b>System:</b> AKWIC does not require the use of signature pads.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize the small signature pad model.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	No Business Process Change	<b>Change: System Change Only</b> <del>Note: At the time that this document was written the State of Alaska had not yet made a decision on the signature pad model or ordered the equipment. This business rule can be updated once a decision is made.</del>  <u>The signatures pads have been piloted by one (1) clinic (Anchorage) with AKWIC.</u>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.2.3.11 (B.1) State Office Agency ID - STATEOFFICEAGENCYID</b>			
Value(s) Chosen: 00			
<b>System:</b> AKWIC has assigned Agency 500 to the State WIC Office.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize “00” for the State WIC Office Agency ID.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>
<b>3.2.3.12 (B.269) State Office Clinic ID - STATEOFFICECLINICID</b>			
Value(s) Chosen: 01			
<b>System:</b> AKWIC has assigned Clinic 1 to the State WIC Office.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize “01” for the State Office Clinic ID.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>

WIC Vendor Management is a complex and labor intensive endeavor which requires constant monitoring and communication with state approved vendors. The WIC Vendor Management team is responsible for processing vendor applications, managing vendor agreements, assisting local agencies in investigating vendor related complaints, assisting local agencies in performing compliance buys at vendor locations, monitoring WIC-approved food inventory, providing and tracking vendor training and the assessment of vendor violations and sanctions including civil money penalties.

**FNS**  
*State Office-  
Vendor Management*

**Vendor Relationship Management**

**Vendor Application Management and Determination**

**Manage Vendor Agreements, Renewals and Vendor Stamps**

**Investigation of Vendor Related Complaints**

**VEND MAST**

**VEND MAST +**

**VEND MAST +**

**VEND MAST +**

**VEND MAST**

**VEND MAST**

**Vendor Monitoring, Compliance and Reporting**

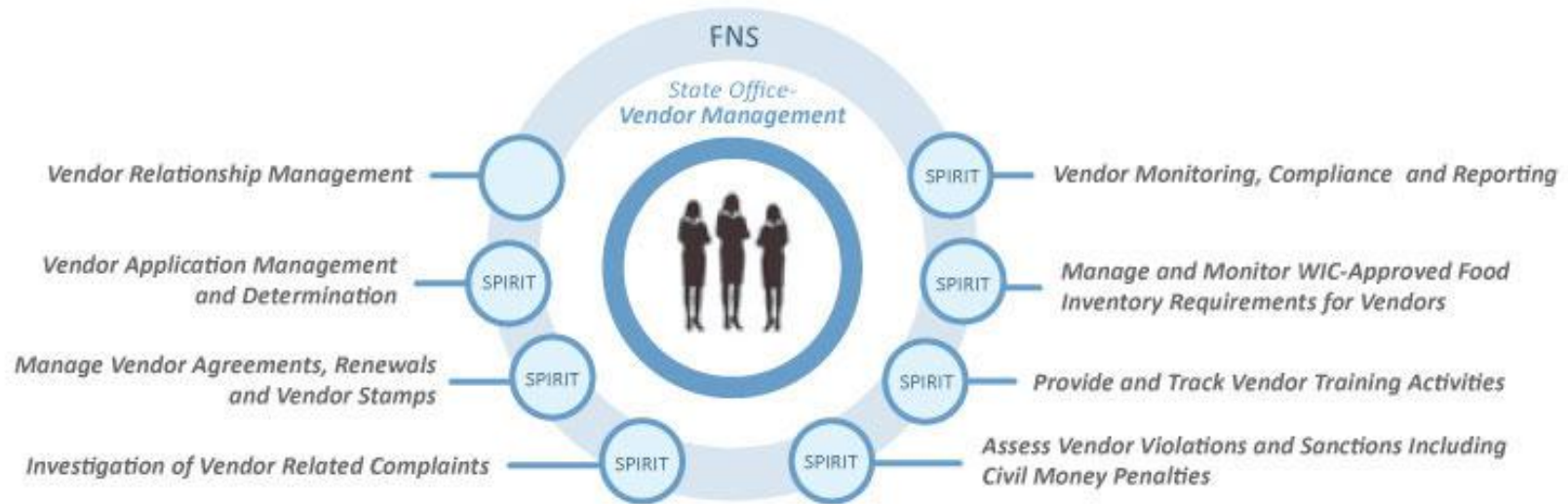
**Manage and Monitor WIC-Approved Food Inventory Requirements for Vendors**

**Provide and Track Vendor Training Activities**

**Assess Vendor Violations and Sanctions Including Civil Money Penalties**

- **VENDMAST:** Master Vendor Spreadsheet utilized to Manage Vendor Program
- + Additional manual processes and spreadsheets are utilized.

### 3.3.2 SPIRIT Vendor Management Operational Diagram



### 3.3.3 Vendor Management Business Rule Selections and Change Candidates

The types of changes noted in this document are:

- **Business Process:** A change to business process may be required or recommended based on the information available to ASI at the time this document was prepared.
- **Policy:** A change to the SoA WIC Policies & Procedures may be required or recommended based on the information available to ASI at the time this document was prepared.
- **No Business Process Change:** A system change has occurred; however that change will not impact business processes, policies or procedures.
- **No Change:** A change in system or business process does not exist therefore business processes and/or policy and procedure changes are not needed.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.1 (B.187) Enable Farmers Market Vendor Functionality - ALLOWFMVENDORS</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have Farmers Market Vendor (FMV) functionality.  <b>Business:</b> Vendor Management staff utilize the VENDMAST spreadsheet to manage FMV's (and all vendors).	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable the FMV functionality.  <b>Business:</b> Vendor Management staff will utilize the Vendor Management module to manage the entry of new FMV applicants such as demographics, ownership, partnership, and corporate information, store and other information.	Business Process	<b>Change:</b> Vendor Management staff will begin utilizing the SPIRIT system to manage FMV's.  <b>Impact: Moderate</b> Vendor Management staff will receive training on the Vendor module to manage all vendors and associated activities.
<b>3.3.3.2 (B.124) Annual Training Enabled - ANNUALTRAININGENABLED</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage vendor training activities.  <b>Business:</b> Vendor Management staff utilize other spreadsheets to manage training activities.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable annual training activity event and follow-up activity, manage annual training scheduled and attribute attendance.  <b>Business:</b> Vendor Management staff will utilize the Vendor Management module to schedule annual training for a vendor; log attendance; and create events and follow-up activities.	Business Process	<b>Change:</b> Vendor Management staff will begin utilizing the SPIRIT system to manage annual training activities and attendance.  <b>Impact: Moderate</b> Vendor Management staff will receive training on the Vendor module to manage all vendors and associated activities.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.3 (B.214) Day of the Month by Which the Over 50% Vendor Prices Must Be Calculated - DayToCalculateOver50VendorPrices</b>			
Value(s) Chosen: 20			
<b>System:</b> AKWIC <del>Vendor Subsystem</del> does not calculate Over 50% Vendors.  <b>Business:</b> State of Alaska tracks and monitors Over 50% Vendors via the VENDMAST spreadsheet.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will calculate Over 50% Vendor pricing on the 20 <sup>th</sup> of each month as part of the EOD process.  <b>Business:</b> <i>A business process does not exist for this rule.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: Minimal</b> The system may calculate the over 50% prices but the State of Alaska doesn't necessarily need to do anything with that information if so desired.
<b>3.3.3.4 (B.222) Over 50% Vendors Use 3-month Rolling Average for Cost Containment - EOD_CostContainmentOnlyUses3MonthAvg</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC <del>Vendor Subsystem</del> does not calculate Over 50% Vendors.  <b>Business:</b> State of Alaska tracks and monitors Over 50% Vendors via the VENDMAST spreadsheet.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will calculate the maximum price for Over 50% Vendors utilizing the same method employed for all other vendors instead of a three (3) month rolling average for Over 50% Vendors.  <b>Business:</b> <i>A business process does not exist for this rule.</i>	No Business Process Change	<b>Change: System Change Only</b> SPIRIT will utilize the Maximum Price calculation utilized by all other vendor maximum price calculations.  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.5 (B.215) Compliance Buy Default Food Package ID for a Breastfeeding Woman - DEFAULT_FOOD_PKG_BF</b>			
<b>Value(s) Chosen:</b> 17 – Fully Breastfeeding FP			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not utilize a default food package specifically for compliance buys.</p> <p><b>Business:</b> Vendor Management or LA staff select the food package and issue the benefit to be used for compliance buy.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use Default Food Package ID #17 for Compliance Buys for a Breastfeeding woman.</p> <p><b>Business:</b> Vendor Management or LA staff will issue the benefit to be used for compliance buy. The system will use the default package assigned.</p>	Business Process	<p><b>Change:</b> Staff will not select the food package to be used. The system will use the default package assigned for the category.</p> <p><b>Impact: Minor</b> A previously manual process will now be automated.</p> <p><b>Training:</b> <u>Staff will receive training on the use of Compliance Buy Food Packages.</u></p> <p><b>Note:</b> <u>Clinic staff will need to have access to the Vendor module in order to generate Compliance Buy food instruments.</u></p>
<b>3.3.3.6 (B.216) Compliance Buy Default Food Package ID for a Child - DEFAULT_FOOD_PKG_CHILD</b>			
<b>Value(s) Chosen:</b> 18 – Child Age 1-2 Years Whole			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not utilize a default food package specifically for compliance buys.</p> <p><b>Business:</b> Vendor Management or LA staff select the food</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use Default Food Package ID #18 for Compliance Buys for a Child.</p> <p><b>Business:</b> Vendor Management or LA staff will issue the benefit to be</p>	Business Process	<p><b>Change:</b> Staff will not select the food package to be used. The system will use the default package assigned for the category.</p> <p><b>Impact: Minor</b> A previously manual process will now be</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
package and issue the benefit to be used for compliance buy.	used for compliance buy. The system will use the default package assigned.		<p>automated.</p> <p><b>Training:</b> Staff will receive training on the use of Compliance Buy Food Packages.</p> <p><b>Note:</b> Clinic staff will need to have access to the Vendor module in order to generate Compliance Buy food instruments.</p>
<b>3.3.3.7 (B.217) Compliance Buy Default Food Package ID for a Infant - DEFAULT_FOOD_PKG_INFANT</b>			
<b>Value(s) Chosen:</b> 19 – Infant 6-11 Months Formula Fed			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not utilize a default food package specifically for compliance buys.</p> <p><b>Business:</b> Vendor Management or LA staff select the food package and issue the benefit to be used for compliance buy.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use Default Food Package ID #19 for Compliance Buys for an Infant.</p> <p><b>Business:</b> Vendor Management or LA staff will issue the benefit to be used for compliance buy. The system will use the default package assigned.</p>	Business Process	<p><b>Change:</b> Staff will not select the food package to be used. The system will use the default package assigned for the category.</p> <p><b>Impact: Minor</b> A previously manual process will now be automated.</p> <p><b>Training:</b> Staff will receive training on the use of Compliance Buy Food Packages.</p> <p><b>Note:</b> Clinic staff will need to have access to the Vendor module in order to generate Compliance Buy food instruments.</p>
<b>3.3.3.8 (B.218) Compliance Buy Default Food Package ID for a Non-Breastfeeding Woman - DEFAULT_FOOD_PKG_NONBF</b>			
<b>Value(s) Chosen:</b> 14 – Non-BF Over 18			
<b>System:</b>	<b>System:</b>	Business	<b>Change:</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC <del>—Vendor Subsystem</del> does not utilize a default food package specifically for compliance buys.</p> <p><b>Business:</b> Vendor Management or LA staff select the food package and issue the benefit to be used for compliance buy.</p>	<p>The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use Default Food Package ID #14 for Compliance Buys for a Non-Breastfeeding woman.</p> <p><b>Business:</b> Vendor Management or LA staff will issue the benefit to be used for compliance buy. The system will use the default package assigned.</p>	<p>Process</p>	<p>Staff will not select the food package to be used. The system will use the default package assigned for the category.</p> <p><b>Impact: Minor</b> A previously manual process will now be automated.</p> <p><u><b>Training:</b> Staff will receive training on the use of Compliance Buy Food Packages.</u></p> <p><u><b>Note:</b> Clinic staff will need to have access to the Vendor module in order to generate Compliance Buy food instruments.</u></p>
<b>3.3.3.9 (B.219) Compliance Buy Default Food Package ID for a Pregnant Woman - DEFAULT_FOOD_PKG_PREGNANT</b>			
<b>Value(s) Chosen:</b> 16 – Pregnant			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not utilize a default food package specifically for compliance buys.</p> <p><b>Business:</b> Vendor Management or LA staff select the food package and issue the benefit to be used for compliance buy.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use Default Food Package ID #16 for Compliance Buys for a Pregnant woman.</p> <p><b>Business:</b> Vendor Management or LA staff will issue the benefit to be used for compliance buy. The system will use the default package assigned.</p>	<p>Business Process</p>	<p><b>Change:</b> Staff will not select the food package to be used. The system will use the default package assigned for the category.</p> <p><b>Impact: Minor</b> A previously manual process will now be automated.</p> <p><u><b>Training:</b> Staff will receive training on the use of Compliance Buy Food Packages.</u></p> <p><u><b>Note:</b> Clinic staff will need to have access to the Vendor module in order to generate Compliance Buy food instruments.</u></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.10 (B.220) Enable Food Distribution Item Description 2 - DISTRIBUTIONITEMDESCRIPTION2ENABLED</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have an option for an extended food item description.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable the Food Item Description #2 which provides additional character space for an individual food item description.  <b>Business:</b> State Office, Vendor Manager(s), or Business Application support personnel access and update/add the food item descriptions via the Reference Utility. Some food items have descriptions that are too long for SPIRIT's Food Item Description #1 field (infant formula's for instance). The second field will allow for more information, when appropriate.  <u>Note:</u> Anything entered into either field #1 or #2 will be displayed on a participants' food instrument.	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: Minor</b> (1) Additional space is available for a Food Item description which provides the capability for longer descriptions.  (2) Appropriate staff will receive training on maintaining this information in the Reference Utility.
<b>3.3.3.11 (B.228) Run Pending Disqualification Process - EOD_PENDINGDISQUALIFICATION</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have a process that automatically runs a pending disqualification process for vendors.  <b>Business:</b> <i>A business process specific to this rule does not exist. A vendor has yet to be disqualified. Vendors who are close to disqualification have simply</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will run the Pending Disqualification Process for Vendors during the EOD process.  <b>Business:</b> Vendor Management staff will disqualify vendors through SPIRIT for either that day or a future date. The evening, vendors who are pending disqualification for that day will be	No Business Process Change	<b>Change: System Change Only</b> Vendors who are pending disqualification will be disqualified through the EOD process.  <b>Impact: None</b> When the State of Alaska Vendor Management staff <i>do</i> schedule a vendor for disqualification in SPIRIT, the system will complete the disqualification through the EOD process which will be a new, automated

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<i>withdrawn to preserve their FSP status.</i>	disqualified through the EOD process.		process that the State does not currently have and/or utilize.
<b>3.3.3.12 (B.229) Run Pending Reinstate Stamp Process - EOD_PENDINGREINSTATESTAMP</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have a process that automatically runs a pending reinstatement of vendor stamps.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will run the Pending Reinstate Stamp Process for Vendors during the EOD process.  <b>Business:</b> Vendor Management staff will reinstate a vendors stamp through SPIRIT. That evening, the vendors stamp will be reinstated through the EOD process.	No Business Process Change	<b>Change: System Change Only</b> Vendor stamps that are reinstated will be formally reinstated through the EOD process.  <b>Impact: None</b>
<b>3.3.3.13 (B.234) Run Process Peer Group 50% Price History - EOD_PROCESSPEERGROUPTYPEPRICEHIST</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have a process that automatically processes an Over 50% Peer Group.  <b>Business:</b> State of Alaska tracks and monitors Over 50% Vendors via the VENDMAST spreadsheet.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not process the Over 50% Peer Group Price History through the EOD process.  <b>Business:</b> <i>A business process specific to this rule does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.3.3.14 (B.94) End of Day Sanction Points Process - EOD_PROCESSSANCTIONPOINTS</b>			
Value(s) Chosen: N			
<b>System:</b>	<b>System:</b>	Business	<b>Change:</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC <del>—Vendor Subsystem</del> does not have a process that automatically processes vendor sanction points.</p> <p><b>Business:</b> Vendor Management staff manages vendor sanction points through the VENDMAST and other spreadsheets.</p>	<p>The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not calculate sanction points for vendors through the EOD process.</p> <p><b>Business:</b> Vendor Management staff will run reports on vendors to monitor and calculate vendor sanction points and take action as they see fit.</p>	Process	<p>Vendor Management staff will continue to utilize a manual process to calculate and monitor vendor sanction points. Instead of utilizing VENDMAST, staff will utilize reports available in SPIRIT to monitor and calculate vendor sanction points.</p> <p><b>Impact: Minimal</b></p>
<b>3.3.3.15 (B.236) Run Reinstatement Vendors Process - EOD_REINSTATEVENDORS</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have a process that automatically reinstates vendors.</p> <p><b>Business:</b> Vendor Management staff manually reinstate vendors via the <del>Vendor subsystem</del><u>VENDMAST spreadsheet and communicates the reinstatement to the bank.</u></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will reinstate vendors who have been temporarily disqualified through the EOD process.</p> <p><b>Business:</b> Vendor Management staff will reinstate a temporarily disqualified vendor through the Vendor module. The EOD process will reinstate those vendors that evening.</p>	No Business Process Change	<p><b>Change: System Change Only</b> Automatic reinstatement of vendors who were temporarily disqualified through the EOD process.</p> <p><b>Impact: Minimal</b> A previously manual process will now be automated.</p>
<b>3.3.3.16 (B.237) Run Reinstatement Vendors Process - EOD_RUNVENDORPROCESSES</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have a process that automatically kicks off the entire vendor EOD processes.</p> <p><b>Business:</b></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include vendor processing through the EOD process.</p> <p><b>Business:</b></p>	No Business Process Change	<p><b>Change: <del>System Change Only</del></b> SPIRIT will utilize the EOD process to kick off all other vendor related processes.</p> <p><b>Impact: Minimal</b> <u>A previously manual process will now be</u></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
A business process does not exist.	A business process does not exist.		<u>automated.</u> <b>Impact: None</b>
<b>3.3.3.17 (X.9) Include event and/or activity “Compliance Buy” in the Vendor Module - EVNT_FLLUP_CMPL_BUY</b>			
Value(s) Chosen: Y			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not track events or activities related to vendor compliance buys.  <b>Business:</b> Vendor Management staff track activities and events for compliance buy activities on the VENDMAST spreadsheet and may utilize other documents to further segment activities and communicate with LA staff.	<b>System:</b> The business rule selection chosen by ASI based on the information available at the time (pending testing to confirm and a recommendation to be provided to SoA) that SPIRIT will include the Event and/or Activity Compliance Buy items in the Vendor Module.  <b>Business:</b> Vendor Management staff will utilize the Events tab within the Vendor Folder to track events and activities related to compliance buys.	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff will utilize the functionality provided in SPIRIT to manage Compliance Buy activities.  <b>Impact: Minimal</b> Vendor Management staff will receive training on the Vendor module including compliance buy activities and events.
<b>3.3.3.18 (X.10) Include the Activity “Compliance Buy List Checks” in Vendor Module - EVNT_FLLUP_CMPL_BUY_LIST</b>			
Value(s) Chosen: Y			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage Compliance Buy activities.  <b>Business:</b> Vendor Management staff track activities and events for compliance buy activities on the VENDMAST spreadsheet and may utilize other documents to further segment activities and	<b>System:</b> The business rule selection chosen by ASI based on the information available at the time (pending testing to confirm and a recommendation to be provided to SoA) that SPIRIT will include the Compliance Buy List Checks functionality in the Vendor module.  <b>Business:</b> Vendor Management staff will utilize the Events tab within the	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff will utilize the functionality provided in SPIRIT to manage Compliance Buy activities.  <b>Impact: Minimal</b> Vendor Management staff will receive training on the Vendor module including compliance

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
communicate with LA staff.	Vendor Folder to track events and activities related to compliance buys.		buy activities and events.
<b>3.3.3.19 (X.11) Include the Activity “Compliance Buy Returned” in Vendor Module - EVNT_FLLUP_CMPL_BUY_RETURNED</b>			
Value(s) Chosen: Y			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage Compliance Buy activities.  <b>Business:</b> Vendor Management staff track activities and events for compliance buy activities on the VENDMAST spreadsheet and may utilize other documents to further segment activities and communicate with LA staff.	<b>System:</b> The business rule selection chosen by ASI based on the information available at the time (pending testing to confirm and a recommendation to be provided to SoA) that SPIRIT will include the Compliance Buy Returned functionality in the Vendor module.  <b>Business:</b> Vendor Management staff will utilize the Events tab within the Vendor Folder to track events and activities related to compliance buys.	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff will utilize the functionality provided in SPIRIT to manage Compliance Buy activities.  <b>Impact: Minimal</b> Vendor Management staff will receive training on the Vendor module including compliance buy activities and events.
<b>3.3.3.20 (X.12) Include the Activity “Probation” in Vendor Module - EVNT_FLLUP_PRBTN</b>			
Value(s) Chosen: Y			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage vendor probation activities.  <b>Business:</b> Vendor Management staff track activities and events for compliance buy activities on the VENDMAST spreadsheet and may utilize other documents to further segment activities and communicate with LA staff.	<b>System:</b> The business rule selection chosen by ASI based on the information available at the time (pending testing to confirm and a recommendation to be provided to SoA) that SPIRIT will include the Probation functionality in the Vendor module.  <b>Business:</b> Vendor Management staff will utilize the Events tab within the Vendor Folder to track events and activities related to vendor status.	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff will utilize the functionality provided in SPIRIT to manage vendor status.  <b>Impact: Minimal</b> Vendor Management staff will receive training on the Vendor module including activities and events logs.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.21 (X.13) Include the Activity “Reinstate” in Vendor Module - EVNT_FLLUP_REINSTATE</b>			
Value(s) Chosen: Y			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage vendor reinstatement activities.  <b>Business:</b> Vendor Management staff track activities and events for compliance buy activities on the VENDMAST spreadsheet and may utilize other documents to further segment activities and communicate with LA staff.	<b>System:</b> The business rule selection chosen by ASI based on the information available at the time (pending testing to confirm and a recommendation to be provided to SoA) that SPIRIT will include the Reinstate functionality in the Vendor module.  <b>Business:</b> Vendor Management staff will utilize the Events tab within the Vendor Folder to track events and activities related to vendor status.	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff will utilize the functionality provided in SPIRIT to manage vendor status.  <b>Impact: Minimal</b> Vendor Management staff will receive training on the Vendor module including activities and events logs.
<b>3.3.3.22 (X.14) Include the Activity “Stamp Returned” in Vendor Module - EVNT_FLLUP_STMP_RTRN</b>			
Value(s) Chosen: Y			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage vendor stamp information activities.  <b>Business:</b> Vendor Management staff track activities and events for compliance buy activities on the VENDMAST spreadsheet and may utilize other documents to further segment activities and communicate with LA staff.	<b>System:</b> The business rule selection chosen by ASI based on the information available at the time (pending testing to confirm and a recommendation to be provided to SoA) that SPIRIT will include the Stamp Returned functionality in the Vendor module.  <b>Business:</b> Vendor Management staff will utilize the Events tab within the Vendor Folder to track events and activities related to vendor status.	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff will utilize the functionality provided in SPIRIT to manage vendor stamps.  <b>Impact: Minimal</b> Vendor Management staff will receive training on the Vendor module including activities and events logs.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.23 (B.247) Number of Days Added to LDTU to Establish the Expiration Date of an FI - FI_EXPIRATION_DAYS</b>			
Value(s) Chosen: 60			
<b>System:</b> AKWIC adds sixty (60) days to the LDTU to establish the expiration date of an FI.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will add sixty (60) days to the LDTU to establish the Expiration Date of an FI.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.3.3.24 (B.255) Include Optional High Risk Vendor Reports - MONTHEND_INCL_OPT_HIGHRISK_RPTS</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>Vendor Subsystem</del> does not provide High Risk Vendor Reports.  <b>Business:</b> Vendor Management staff monitor high risk vendors through the VENDMAST spreadsheet.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include optional High Risk Vendor Reports in the EOM process.  <b>Business:</b> Vendor Management staff will utilize the Reporting functions within SPIRIT to pull and review High Risk Vendor Reports.	No Business Process Change	<b>Change: System Change Only</b> Staff will utilize the reporting functions within SPIRIT.  <b>Impact: Minimal</b> Vendor Management staff will receive training on accessing and reading Vendor related reports.
<b>3.3.3.25 (B.105) Vendor Stamp – More than One Stamp Number - MORETHAN1VENSTAMPNBR</b>			
Value(s) Chosen: N			<b><u>***WATCH – MOV PATH FORWARD**</u></b>
<b>System:</b> AKWIC <del>Vendor Subsystem</del> only allows one Vendor Stamp Number per Vendor.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will only allow one (1)	No Business Process	<b>Change: System Change Only</b> Vendor Management staff will utilize SPIRIT to manage vendor stamp numbers.



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>Business:</b> Vendor Management staff assign a single, unique stamp number to each vendor.	stamp number to be assigned to a vendor.  <b>Business:</b> Vendor Management staff will assign a single, unique stamp number to each vendor.	Change	<b>Impact: Minimal</b> Vendor Management staff will receive training on issuing stamp numbers within SPIRIT.
<b>3.3.3.26 (B.258) Enable Vendors to Be Contracted With Other WIC Programs - OTHERWICPROGRAMSSERVED</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC <del>→</del> Vendor Subsystem <del>or</del> VENDMAST spreadsheet doesn't manage the capability to flag vendors as contracted with other WIC programs.  <b>Business:</b> A business process does not exist.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not enable vendors to contract with more than one WIC program.  <b>Business:</b> A business process does not exist.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.3.3.27 (B.85) Enable Mass Peer Group Recalculations – PEERGROUPRECALCULATIONS</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC <del>→ Vendor Subsystem</del> doesn't provide functionality to recalculate pricing for all peer groups. However, the banking contractor provides this information to the State of Alaska.  <b>Business:</b> Vendor Management staff adjust the vendor peer groups manually, as needed.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not enable mass peer group recalculation. However, the banking contractor will continue to provide this information to the State of Alaska so that Vendor Management staff can manually adjust vendor peer groups.  <b>Business:</b> Vendor Management staff adjusts the vendor peer groups manually within SPIRIT, as needed.	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.28 (B.86) Pending Disqualification Duration - PENDINGDISQUALIFICATION</b>			
Value(s) Chosen: 91			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> doesn't have the capability for pending disqualification.  <b>Business:</b> Vendor Management staff monitor vendors and place them in pending disqualification status via the VENDMAST spreadsheet.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow a vendor to be in a pending disqualification status for ninety-one (91) days before they are permanently disqualified.  <b>Business:</b> Vendor Management staff will place the vendor in a pending disqualification status. If the vendor does not satisfy the terms of their pending disqualification within ninety-one (91) days, the EOD process will permanently disqualify the vendor.	Business Process	<b>Change:</b> The system will automatically permanently disqualify the vendor if left in a pending disqualification status for more than ninety-one (91) days. The automatic nature of vendor processing does not occur in the current system / process.  <b>Impact: Moderate</b> Vendor Management staff will receive training on how to monitor vendors in a pending disqualification status and make adjustments to their status as necessary.
<b>3.3.3.29 (B.106) Pharmacy Wholesaler - PHARMACYWHOLESALER</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> doesn't record Pharmacy or Milk Wholesalers.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will have the capability to record a Pharmacy Wholesaler for each vendor.  <b>Business:</b> Vendor Management staff will record the Milk or Pharmacy Wholesaler if applicable in the Demographics tab of the Vendor Folder.	No Business Process Change	<b>Change:</b> If desired, Vendor Management staff can record the Milk or Pharmacy Wholesaler for each vendor.  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.30 (B.261) Enable Vendor Price Survey by UPC Item - PriceSurveyByUPC</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> doesn't record price survey information.  <b>Business:</b> Vendor Management staff review price survey information submitted by the vendor. The information submitted by the vendor is based on the Food Distribution Item.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will collect Price Survey information by UPC item <u>(which is an optional data item)</u> .  <b>Business:</b> Vendor Management staff will <u>have the option to collect UPC information for each Food Distribution item</u> . The information submitted <u>may include the</u> UPC <u>information</u> .	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff <del>will</del> <u>may</u> begin using the UPC item information versus the food distribution item.  <b>Impact: Minimal</b> (1) Vendor Management staff will receive training on utilizing the Price Survey Questionnaire to request vendor pricing information.  (2) Vendor Management staff will become familiar with food item UPC codes.
<b>3.3.3.31 (B.262) Enable Multiple Agencies within the State - PRIMARYAGENCY</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> doesn't associate vendors to primary and shared agencies.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable vendors to be associated with multiple local agencies.  <b>Business:</b> Vendor Management staff will identify the primary agency that the vendor serves as well as any additional agencies.	Business Process	<b>Change:</b> Vendor Management staff will denote the agencies serviced by the vendor on the Demographics tab of the Vendor Folder. In addition, this information will be shown on the Vendor Summary by Vendor (VND020) Report.  <b>Impact: Minimal</b> Vendor Management staff will receive training on entering vendor application information including demographics and agencies served.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.3.3.32 (B.121) Reinstate Vendor Stamp - REINSTATEVENDORSTAMP</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> reinstates the vendor stamp when a vendor is reinstated.  <b>Business:</b> Vendor Management reinstates the Vendor which reinstates the associated stamp.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow the user to reinstate the Vendor stamp at the time of adding the Reinstate follow-up activity for a Vendor.  <b>Business:</b> Vendor Management staff will reinstate the Vendor stamp when they perform the Reinstate follow-up activity for the Vendor.	No Business Process Change	<b>Change: System Change Only</b> Vendor Management staff will select a checkbox to reinstate the Vendor stamp at the same that the Vendor is reinstated.  <b>Impact: None</b>
<b>3.3.3.33 (B.115) Save Electronic Copy of Vendor Letters - SAVEVENDORLETTERS</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not save an electronic copy of letters generated to Vendors.  <b>Business:</b> Vendor Management staff makes a copy of the letter and places it in their paper folder.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will save an electronic copy of all letters sent to a Vendor.  <b>Business:</b> Vendor Management staff can access the electronic copy of the vendor letter via the Vendor Folder.	No Business Process Change	<b>Change: System Change Only</b> An electronic copy of all vendor letters will be saved.  <b>Impact: None</b>
<b>3.3.3.34 (B.107) Vendor Stamp Number Length - STAMPNUMBERLENGTH</b>			
Value(s) Chosen: 4			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> generates a 4 digit	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will generate a 4 digit	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Vendor Stamp Number. <b>Business:</b> <i>A business process does not exist.</i>	Vendor Stamp Number which the State can change prior to saving the vendor record. <b>Business:</b> <i>A business process does not exist.</i>		
<b>3.3.3.35 (B.108) Vendor Stamp Number – Numeric Only - STAMPNUMBERNUMERIC</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC – <del>Vendor Subsystem</del> generates a numeric Vendor Stamp Number. <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will generate a numeric Vendor Stamp Number. <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.3.3.36 (B.95) Use Disqualification Formula - USE_DISQUALIFICATION_FORMULA</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC – Vendor Subsystem has the capability to disqualify a Vendor manually. <b>Business:</b> <i>A business process does not exist. Alaska has not disqualified a Vendor.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not utilize the Disqualification Formula to automatically disqualify a Vendor. <b>Business:</b> Vendor Management staff will continue to manually disqualify Vendors as appropriate.	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.3.3.37 (B.283) Use Cost Containment of Over 50% Vendors - UseCostContainmentOfOver50Vendors</b>			
Value(s) Chosen: N			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not have a process that utilizes cost containment measures for Over 50% Vendors.  <b>Business:</b> A business process specific to this rule does not exist. Alaska does not track or manage Over 50% Vendors.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not utilize Cost Containment of Over 50% Vendors.  <b>Business:</b> A business process does not exist.	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.3.3.38 (B.109) Vendor ID – Numeric Only - VENDORID_NUMERIC</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> utilizes numeric only Vendor IDs.  <b>Business:</b> A business process specific to this rule does not exist.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize numeric only Vendor IDs.  <b>Business:</b> A business process does not exist.	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.3.3.39 (B.110) Vendor ID – State Assigned - VENDORID_STATE_ASSIGNED</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> allows Vendor Management staff to assign the Vendor ID.  <b>Business:</b> Vendor Management staff assigns a unique Vendor ID for each Vendor.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will allow Vendor Management staff to change the SPIRIT generated Vendor ID, if desired.  <b>Business:</b> Vendor Management staff changes the unique Vendor ID for	No Change	<b>Change: None</b> <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	each Vendor, if desired. If not, the system will utilize the SPIRIT generated Vendor ID.		
<b>3.3.3.40 (B.111) Vendor ID Length - VENDORIDLENGTH</b>			
Value(s) Chosen: 4			
<b>System:</b> AKWIC <del>Vendor Subsystem</del> limits the Vendor ID to four (4) digits.  <b>Business:</b> Vendor Management staff assigns a unique four (4) digit Vendor ID for each Vendor.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize four (4) digits for the Vendor ID.  <b>Business:</b> The system assigns an initial four (4) digit Vendor ID. Vendor Management staff, if desired can modify the ID number but it must be a unique four (4) digit Vendor ID.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.3.3.41 (B.73) Default Current Date for Vendor Complaints - VNDR_COMPLAINT_CURR_DATE</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC <del>Vendor Subsystem</del> does not track Vendor Complaints.  <b>Business:</b> Vendor Management staff record the date that the complaint was made.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will default to the current system date (today's date) for the date of the complaint. This can be changed by the user.  <b>Business:</b> Vendor Management staff record the date that the complaint was made.	No Change	<b>Change: None</b>  <b>Impact: None</b> Vendor Management staff will receive training on creating Vendor Complaints in the system which include date assignments.
<b>3.3.3.42 (B.287) Minimum Number of Food Instruments Redeemed Over Peer Group Average per Vendor - VNDR_HICOST_FI_MIN_NO_FI_PER_VNDR</b>			
Value(s) Chosen: 5			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage FI's redeemed over peer group average.  <b>Business:</b> Vendor Management staff review reports provided by the banking contractor of Food Instruments Redeemed Over the Peer Group Average to determine if a Vendor should be moved to another Peer Group.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include vendors that have at least five (5) high cost food instruments in the High Cost Food Instrument Report (VND041).  <b>Business:</b> Vendor Management staff will pull the report (VND041) to determine if a Vendor should be moved to another Peer Group.	No Business Process Change	<b>Change: System Change Only</b> The system will automatically place Vendors who have five (5) High Cost Food Instruments on the High Cost Food Instrument Report (VND041) Report.  <b>Impact: None</b>
<b>3.3.3.43 (B.288) Food Instrument Cost Over Peer Group Average Percent Difference Allowed - VNDR_HICOST_FI_PERCENT_MAX_AMT</b>			
Value(s) Chosen: 20			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage the percentage difference allowed for FI's over the peer group average.  <b>Business:</b> Vendor Management staff review reports of Food Instruments Redeemed Over the Peer Group Average to determine if a Vendor should be moved to another Peer Group.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include Vendors on the High Cost Food Instrument report if a food instrument exceeds twenty percent (20%) of the peer group average.  <b>Business:</b> Vendor Management staff will pull the report (VND041) to determine if a Vendor should be moved to another Peer Group.	No Business Process Change	<b>Change: System Change Only</b> The system will automatically include Vendors on the High Cost Food Instrument report if a food instrument exceeds twenty percent (20%) of the peer group average.  <b>Impact: None</b>
<b>3.3.3.44 (B.289) Average Price for Food Instrument Type Percent Difference Allowed - VNDR_HICOST_VNDR_SUM_AVG_PRICE_DIFF</b>			
Value(s) Chosen: 25 (percent)			
<b>System:</b>	<b>System:</b>	No	<b>Change: System Change Only</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC <del>—Vendor Subsystem</del> does not manage the percentage difference allowed for FI average price.</p> <p><b>Business:</b> Vendor Management staff review reports of Food Instruments Redeemed Over the Peer Group Average to determine if a Vendor should be moved to another Peer Group.</p>	<p>The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include Vendors on the High Cost Vendor Summary by Vendor and High Cost Vendor Summary by Food Instrument Type reports if their average food instrument price exceeds twenty-five percent (25%) of their peer group average.</p> <p><b>Business:</b> Vendor Management staff will pull the High Cost Vendor Summary by Vendor (VND040) and High Cost Vendor Summary by Food Instrument Type (VND039) reports to determine if a Vendor should be moved to another Peer Group.</p>	Business Process Change	<p>The system will automatically include Vendors on the High Cost Vendor Summary by Vendor and High Cost Vendor Summary by Food Instrument Type reports if their average food instrument price exceeds twenty-five percent (25%) of their peer group average.</p> <p><b>Impact: None</b></p>
<b>3.3.3.45 (B.290) Minimum Number of Food Instruments Redeemed Average per Vendor - VNDR_HICOST_VNDR_SUM_MIN_NUM_FI</b>			
Value(s) Chosen: 5			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage a minimum number of FI's redeemed on average per vendor.</p> <p><b>Business:</b> Vendor Management staff review reports of Food Instruments Redeemed Over the Peer Group Average to determine if a Vendor should be moved to another Peer Group.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will require at least five (5) high cost food instruments from a Vendor before including the Vendor on the High Cost Vendor Summary report.</p> <p><b>Business:</b> Vendor Management staff will pull the High Cost Vendor Summary by Vendor (VND040) and High Cost Vendor Summary by Food Instrument Type (VND039) reports to determine if a Vendor should be moved to another Peer Group.</p>	No Business Process Change	<p><b>Change: System Change Only</b> The system will automatically include Vendors on the High Cost Vendor Summary report if at least five (5) high cost food instruments from a Vendor have been received.</p> <p><b>Impact: None</b></p>
<b>3.3.3.46 (B.291) Minimum Number of Food Instruments Redeemed per Vendor - VNDR_LARGE_NUM_FI_REDEEM_THRESHOLD</b>			
Value(s) Chosen: 99			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not track the</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program</p>	No	<b>Change: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>number of food instruments a vendor has redeemed outside of their typical service area.</p> <p><b>Business:</b> A business process does not exist.</p>	<p>Managers have determined that SPIRIT will require ninety-nine (99) FI's redeemed outside of the area in order to be included in the Large Number of FI Redeemed Outside of Area report.</p> <p><b>Business:</b> Vendor Management staff does not intend to utilize this functionality; however staff would pull the Large Number of FI Redeemed Outside of Area (VND043) report if desired.</p>	Change	<b>Impact: None</b>
<b>3.3.3.47 (B.79) Low Variance Vendor Summary – Redemption Price Percentage Threshold - VNDR_LOWVAR_HI_LOW_PRICE_DIFF</b>			
<b>Value(s) Chosen:</b> 20 (percent)			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage a low variance threshold.</p> <p><b>Business:</b> Vendor Management staff work with information in the VENDMAST spreadsheet to determine a Low Variance Vendor Summary.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include vendors with a twenty percent (20%) difference between the highest and lowest redemption prices of the selected food instruments per food instrument type/vendor for the Low Variance Vendor Summary.</p> <p><b>Business:</b> Vendor Management staff will monitor reports.</p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p>
<b>3.3.3.48 (B.78) Low Variance Vendor Summary – Redeemed Food Instruments Threshold - VNDR_LOWVAR_MIN_NUM_FI</b>			
<b>Value(s) Chosen:</b> 20 <u>(percent)</u>			
<p><b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage a low variance threshold.</p> <p><b>Business:</b></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include vendors with at least twenty percent (20%) of redeemed food instruments per food instrument type/vendor for the Low</p>	No Change	<p><b>Change: None</b></p> <p><b>Impact: None</b></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Vendor Management staff work with information in the VENDMAST spreadsheet to determine a Low Variance Vendor Summary.	Variance Vendor Summary. <b>Business:</b> Vendor Management staff will monitor reports.		
<b>3.3.3.49 (B.76) Redemption Change Report Limit - VNDR_REDEMPCHANGE_LIMIT</b>			
Value(s) Chosen: 20			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage or produce a redemption change report specifically.  <b>Business:</b> Vendor Management staff work with information in the VENDMAST spreadsheet to determine fluctuations in the number or value of FI's redeemed.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include vendors with a fluctuation in either the number or the value of food instruments redeemed that exceeds the twenty percent (20%) limit (higher or lower) will be listed on the report.  <b>Business:</b> Vendor Management staff will monitor reports.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.3.3.50 (B.77) Small Volume Vendors Report Threshold - VNDR_SMALLVOL_THRESHOLD</b>			
Value(s) Chosen: 25			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage or specifically produce a Small Volume Vendors Report.  <b>Business:</b> Vendor Management staff work with information in the VENDMAST spreadsheet to determine	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include vendors on the Small Volume Vendors Report that had redemptions from fewer than twenty-five (25) different participants during the report month.  <b>Business:</b>	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
Small Volume Vendors.	Vendor Management staff will monitor reports.		
<b>3.3.3.51 (B.80) Include Redeemed Amount on Small Volume Vendors Report - VNDR_SMALLVOL_TOTALREDEEM</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC <del>—Vendor Subsystem</del> does not manage or specifically produce a Small Volume Vendors Report.  <b>Business:</b> Vendor Management staff work with information in the VENDMAST spreadsheet to determine Small Volume Vendors.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include the dollar value of the food instruments redeemed by the vendor during the report month which are included on the report for each qualifying vendor.  <b>Business:</b> Vendor Management staff will monitor reports.	No Change	<b>Change: None</b>  <b>Impact: None</b>

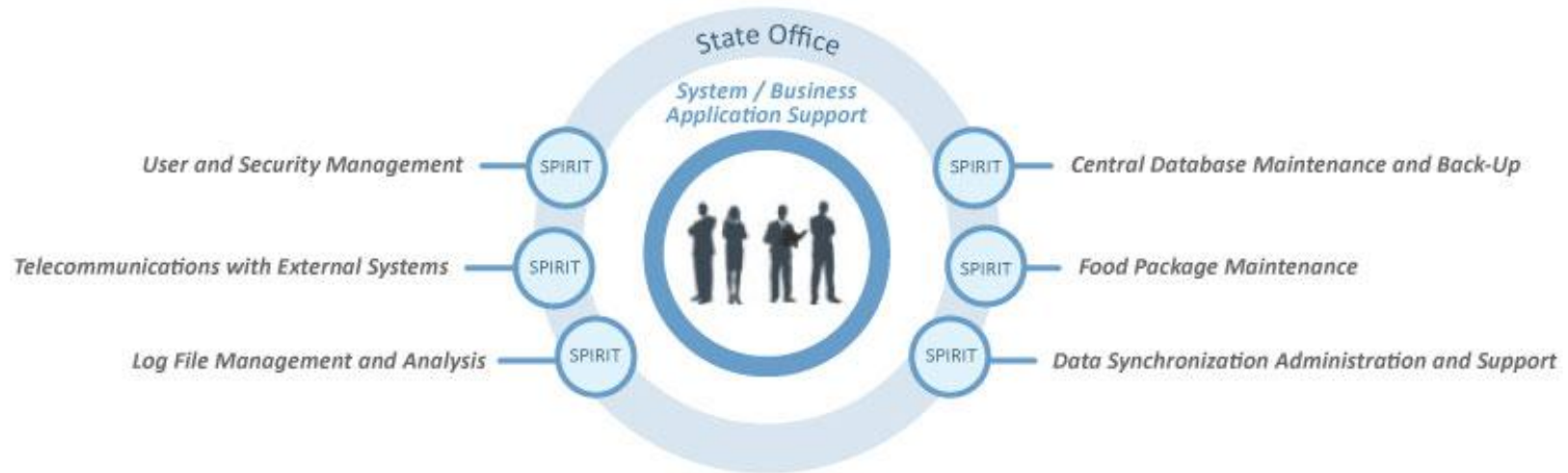
### 3.4 System / Application Administration Business Process Overview

The Business and System Application support team manages many facets of the software system including user management and security permissions; telecommunications between various external systems such as the statewide accounting system and banking contactor; system log file management and analysis; distributed and central database maintenance and back-up; statewide WIC hardware support; food package maintenance and propagation; and data synchronization administration and support.

#### 3.4.1 Alaska System / Application Administration Operational Diagram



### 3.4.2 SPIRIT System / Application Administration Operational Diagram



### 3.4.3 System / Application Administration Business Rule Selections and Change Candidates

The types of changes noted in this document are:

- **Business Process:** A change to business process may be required or recommended based on the information available to ASI at the time this document was prepared.
- **Policy:** A change to the SoA WIC Policies & Procedures may be required or recommended based on the information available to ASI at the time this document was prepared.
- **No Business Process Change:** A system change has occurred; however that change will not impact business processes, policies or procedures.
- **No Change:** A change in system or business process does not exist therefore business processes and/or policy and procedure changes are not needed.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.4.3.1 (B.188) Enable System Generated Appointment Reminder Emails - APT_REMINDEREMAIENABLED</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not send appointment reminder emails to participants.</p> <p><b>Business:</b> Clinic staff either contacts the participant by phone to remind them of appointments or generate appointment reminder letters on grantee letterhead. While clinic staff can record email addresses, it is rarely used because the field cannot accept a reasonable amount of characters.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will have the ability to generate group education class reminder email notices for a WIC program as part of the End of Day process. The end of day process checks a certain number of days ahead for appointments. It automatically generates and sends emails to participants with appointments on the specified future date who have provided email addresses (stored in the participant's folder).</p> <p><b>Business:</b> Clinic staff will collect and enter the participant or applicants' email address into SPIRIT typically during the certification attempt. Once collected, the system (and other business rule selections) will manage emails generated to participants. In this case, the participant will receive appointment reminder emails for group education classes.</p>	<p>Business Process</p>	<p><b>Change:</b> In order to utilize this functionality clinic staff will need to collect the participants' email address and enter it into the participant record within SPIRIT.</p> <p><b>Impact: Minimal</b> Clinic staff will receive training on what information is beneficial to collect during pre-screening and certification to enable full use of SPIRIT's built-in functionality.</p> <p><b>NOTE:</b> ASI will verify during the development phase if these email reminders extend to other appointments such as individual nutrition education, benefit pick-up, etc.</p>
<b>3.4.3.2 (B.189) Enable Logging of Appointment Reminder Email Details in EOD Process - APT_REMINDERLOGDETAILSENABLED</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not send appointment reminder emails to participants. In addition, the system does not collect participant email addresses. Therefore, logging of these reminder emails by the system does not occur.</p>	<p><b>System:</b> Business Rule selections chosen by State WIC Program Managers have determined that SPIRIT will log the details of appointment reminder emails that the system generates during the EOD process.</p> <p><b>Business:</b></p>	<p>No Business Process Change</p>	<p><b>Change:</b> None. However, Systems Application Administrators will have the capability to view the results of the previous evenings' email generation.</p> <p><b>Impact: None</b></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>Business:</b> <i>Business process does not exist.</i>	Systems Application Administrators can view the results of the previous evenings' email generation by accessing the "Log Files" module under "WIC Applications".		
<b>3.4.3.3 (C.12) Display Immunization Status (From an External System) - DISPLAYIMSTATUS</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC does not receive the participant immunization status from an external system.  <b>Business:</b> <i>No business process exists as it relates to the display and use of immunization status from an external system.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not display the participants' immunization status from an external system.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.4 (C.13) DOSEDUESOURCE – Dose Due Information Source (From an External System)</b>			
<b>Value(s) Chosen: A</b>			
<b>System:</b> AKWIC does not project immunization doses that are due for a participant.  <b>Business:</b> Clinic staff checks a box on the participants' record if immunizations are up-to-date.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize a system algorithm instead of receiving dose due information from an external registry to identify when an immunization dose is due.  <b>Business:</b> <i>ASI cannot find relevant information through SPIRIT documentation for how the future dose due will be displayed to clinic staff or how they may utilize that information to make referrals, provide the immunization, etc.</i>	Unknown	<b>Change: Unknown</b>  <b>Impact: Unknown</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.4.3.5 (B.266) Display the Name of the Local Clinic in the Title Bar - SHOWCLINICNAMEINTITLE</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC displays the local agency number in the title bar.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display the local clinic name in the title bar of the Clinic module.  <b>Business:</b> <i>A business process does not exist.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b> Clinic staff will be trained on the visibility of the clinic name in the title bar.
<b>3.4.3.6 (B.21) Purge Ineligible Participants – EOD_PROCESSMEMBERPURGES (Old Rule: DELETEINELIGIBLE)</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not purge, delete, archive or move inactive participants.  <b>Business:</b> <i>A business process does not exist specific to this rule.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will move participants who have been ineligible for at least six (6) months to “Agency 88”.  <b>Business:</b> <i>A business process does not exist specific to this rule.</i>	No Business Process Change	<b>Change: System Change Only</b> “Agency 88” is hidden by default but it can be made visible so that archived participant records can be searched against, viewed and reinstated if needed (by transferring into the new clinic).  <b>Impact: Minor</b> All staff receiving training will be trained on these processes and how to locate archived participant records.
<b>3.4.3.7 (B.231) Run Member Adjustment Process - EOD_PROCESSMEMBERADJUSTMENTS</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC has nightly member adjustment processes that run which terminate certifications when the	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will process member	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>certification end date has passed or the participant is no longer categorically eligible.</p> <p><b>Business:</b> A business process does not exist specific to this rule.</p>	<p>adjustments during the EOD process.</p> <p><u>Note:</u> More information on the Adjust / Archive / Purge Process is available in the Version 2.13 digital SPIRIT DFDD.</p> <p><b>Business:</b> A business process does not exist specific to this rule.</p>		
<b>3.4.3.8 (B.235) Run Reapply Bank Exceptions Process - EOD_REAPPLYBANKEXCEPTIONS</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC produces an Unmatched Warrant report which shows issues in the balancing of FI records.</p> <p><b>Business:</b> Vendor staff utilizes the Unmatched Warrant report to issue bank exceptions. This information is communicated to the bank via fax or email.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will run the Reapply Bank Exceptions Process as part of the EOD process.</p> <p><b>Business:</b> Vendor and/or Financial Management staff will utilize the Financial Management module to view bank exceptions received from the banking contractor. Staff will edit the exceptions and the EOD process will reapply the bank exceptions by sending the information back to banking contractor.</p>	Business Process	<p><b>Change:</b> Vendor and/or Financial Management staff will manage bank exceptions through the system.</p> <p><b>Impact: Minimal</b> Appropriate staff will receive training on managing and editing bank exceptions.</p>
<b>3.4.3.9 (C.7) End of Day - Process 3 Month Rolling Average for Peer Group Pricing - EOD_3MONTHROLLINGAVG; EOD_3MONTH_ROLLING_AVG_NBR_STD_DEVIATIONS; EOD_3MONTH_ROLLING_AVG_VARIANCE_METHOD</b>			
<b>Value(s) Chosen: Y, 4, U</b>			<b>**WATCH – Testing to determine the 2 paths for NTE processes**</b>
<p><b>System:</b> AKWIC does not utilize an automatic process to calculate a three (3) month rolling average to automatically recalculate peer group averages</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically recalculate the group average and maximum prices every two</p>	Business Process, Policy	<p><b>Change:</b> Vendor Management staff will utilize the information provided in reports to make adjustments to vendors and their peer</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>and maximum prices.</p> <p><b>Business:</b> Vendor Management staff rely upon the banking contractor to perform this recalculation.</p>	<p>(2) weeks based upon actual redemption to obtain a three (3) month rolling average for the peer group food instrument type/food item as part of the EOD process.</p> <ul style="list-style-type: none"> <li>Standard Deviations to Apply to the mean: 4</li> <li>Method for calculation: Unbiased</li> </ul> <p><b>Business:</b> <i>A business process does not exist for EOD processes.</i></p>	<p>(possible)</p>	<p>groups.</p> <p><u>Policy Guidance:</u> This may necessitate a change for the banking contract given that the WIC SPIRIT system will perform these calculations.</p> <p><b>Impact: Severe</b> (1) This may require a banking contract change. This will be flushed out further with the banking contractor during development discussions. (2) This will require monitoring by Vendor Management staff to ensure that the calculations are correct and meet the SoA's needs.</p>
<b>3.4.3.10 (C.8 / B.230) End of Day – Archive Inactive Participants - EOD_PROCESSADJUSTMENTSHIDES</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not automatically archive inactive participants.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically archive participants who have not received WIC services for six (6) months (as described in B.231); participants who have not been back for sixty (60) days after applying for WIC; participants whose last certification attempt was ineligible more than six (6) months ago and has not been serviced. These archived participants will be moved to agency eighty-eight (88).</p> <p><b>Business:</b> <i>A business process does not exist for EOD processes.</i></p>	<p>No Business Process Change</p>	<p><b>Change: System Change Only</b> <b>Impact: None</b></p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.4.3.11 (B.93) End of Day Pending Vendor Disqualification - EOD_PROCESSPENDINGDISQUALIFICATION</b>			
<b>Value(s) Chosen:</b> Y			
<b>System:</b> AKWIC does not automatically disqualify vendors.  <b>Business:</b> <i>A business process does not exist. Alaska has not yet disqualified a vendor.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize the date Vendor Management staff have entered into the system and automatically disqualify the vendor on the date supplied via the EOD process.  <b>Business:</b> Vendor Management staff will enter a future date in the disqualification date for a vendor. The system will automatically disqualify the vendor on the date specified.	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>
<b>3.4.3.12 (C.23) Enabled Functionality: Formula Wholesaler in Vendor and Reference Utility - FORMULAWHOLESALERENABLED; Enable System Administration Function in the Reference Utility - VENDOR_ACTION_DATES; VENDOR_FI_TYPES; REF_UTILITY_CORP_PARENTS; REF_UTILITY_MNTN_GROCERY_WHLSLR; REF_UTILITY_OWNERS</b>			
<b>Value(s) Chosen:</b> Y; Y; Y; Y; Y; Y			
<b>System:</b> AKWIC does not provide the capability for staff to maintain functionality within a common interface.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable the management of system functionality via the Reference Utility: <ul style="list-style-type: none"> <li>• Formula Wholesalers</li> <li>• Maintain Grocery Wholesalers</li> <li>• Vendor Action Dates</li> <li>• Vendor FI Types</li> <li>• Corporate Parents for Vendors</li> <li>• Business Owners for Vendors</li> </ul>	Business Process	<b>Change: System Change Only</b> Staff outside of the system / business application support personnel can maintain information as appropriate.  <b>Impact: None</b> Appropriate staff will receive training on the Reference Utility and maintenance capabilities.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	<b>Business:</b> System / Business Application support personnel and/or appropriate clinic and vendor staff can maintain this information via the Reference Utility.		
<b>3.4.3.13 (B.25) Mark Participants with Incomplete Certification Attempts as Ineligible – INCOMP CERTAUTOINELIG; Migrant – INCOMP CERTLIMITMIGRANT; Pregnant – INCOMP CERTLIMITPREGNANT; Other - INCOMP CERTLIMITOTHER</b>			
<b>Value(s) Chosen:</b> Y; 31; 31; 31			
<b>System:</b> AKWIC does not identify incomplete certifications. <b>Business:</b> If a participant has not completed a certification, their information remains as it was when provided.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will automatically mark incomplete certification attempts as Ineligible according to the following criteria: <ul style="list-style-type: none"> <li>• Migrant Applicants: 31 days</li> <li>• Pregnant Applicants: 31 days</li> <li>• All Other Applicants: 31 days</li> </ul> <b>Business:</b> Clinic staff will begin a certification attempt for an applicant. If staff is interrupted or unable to complete the certification within thirty-one (31) days, SPIRIT will automatically mark the applicant as ineligible.	No Business Process Change	<b>Change: System Change Only</b> <b>Impact: <del>None</del> Minimal</b> <u>If staff does enter information during the thirty-one (31) days, there isn't a change. Any information staff may have entered for the applicant during the thirty-one (31) days is not lost. Staff can restart a certification attempt at any time - the system will not prevent them from attempting another certification for the participant.</u>
<b>3.4.3.14 (B.256) The Maximum Characters in Full Name Before Check Fonts Size Is Reduced – NAMECHARSMAXNUMBER</b>			
<b>Value(s) Chosen:</b> 28			
<b>System:</b> AKWIC does not change the font size to accommodate long names.	<b>System:</b> The business rule selection <u>tentatively</u> chosen ( <i>see Note in Impact / Change column</i> ) by State WIC Program Managers has determined that SPIRIT will automatically reduce the font on	No Change	<b>Change: None</b> <b>Impact: None</b> <u>Note:</u> The value selected for this rule will be

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>Business:</b> A business process does not exist.	the check when a name reaches twenty-eight (28) characters.  <b>Business:</b> A business process does not exist.		finalized during testing, based on SME discussions. The value currently selected is Montana's value.
<b>3.4.3.15 (C.11) Report Heading – REPORTHEADING</b>			
<b>Value(s) Chosen:</b> SPIRIT			
<b>System:</b> AKWIC notates AKWIC on report headings.  <b>Business:</b> A business process does not exist.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will display "SPIRIT" on report headings.  <b>Business:</b> A business process does not exist.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.16 (C.14) State Office – Full Caseload Functionality – FULLCASELOAD</b>			
<b>Value(s) Chosen:</b> Y			
<b>System:</b> AKWIC provides caseload management functionality.  <b>Business:</b> State Office staff utilizes the caseload management functionality provided in AKWIC and through other reports and information to monitor caseload activities.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include all of the Caseload functions in the WIC State Office module. The caseload functions in the WIC State Office application include Estimated Eligible's; High Risk Goals; Quadrant Caseload; Assigned Caseload; and Participation reports.  <b>Business:</b> State Office staff will access caseload functionality within the State Office module.	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.4.3.17 (B.67) Pending Residency Proof – Key Value – PENDINGRESIDENCYPROOFVALUE</b>			
<b>Value(s) Chosen:</b> <i>Assigned by DBA during development</i>			
<b>System:</b> AKWIC functionality is irrelevant for this particular rule.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> ASI DBA's will assign the ID for the "Pending Proof" option for this business rule during development.  <b>Business:</b> <i>A business process does not exist.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>
<b>3.4.3.18 (B.242) Enable the Checks Radio Button on the Agency/Clinic Dialog – FI_ENABLE_DELIVERYSYSTEMTYPE_CHECK</b>			
<b>Value(s) Chosen:</b> Y			
<b>System:</b> AKWIC does not designate a distribution method for a clinic.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable the "Checks" radio button on the Update Clinic dialog in the Reference Utility module.  <b>Business:</b> When a clinic is added or modified, System / Business Application support personnel will select whether the clinic is a Checks only clinic (versus an EBT, Voucher or Direct Distribution clinic).	Business Process	<b>Change:</b> System / Business Application support personnel will be required to select whether the clinic is a Checks or Voucher only enabled clinic.  <b>Impact: Minimal</b> A clinic can only be a Checks or Voucher clinic. State Office staff will receive training on the differences between these distribution methods.  System / Business Support personnel will receive training on adding / maintaining agency and clinic information.  <u>Cross-Reference:</u> <ul style="list-style-type: none"> <li>B.243 – Enable the Distribution List Radio Button on the Agency/Clinic</li> </ul>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			<p>Dialog.</p> <ul style="list-style-type: none"> <li>B.244 - Enable the EBT Radio Button on the Agency/Clinic Dialog.</li> <li>B.245 - Enable the Voucher Radio Button on the Agency/Clinic Dialog.</li> </ul>
<b>3.4.3.19 (B.243) Enable the Distribution List Radio Button on the Agency/Clinic Dialog – FI_ENABLE_DELIVERYSYSTEMTYPE_DISTRIBUTIONLIST</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC does not designate a distribution method for a clinic.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will disable the Direct Distribution option on the Update Clinic dialog in the Reference Utility module.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	No Change	<p><b>Change: None</b> <b>Impact: None</b></p> <p><u>Cross-Reference:</u></p> <ul style="list-style-type: none"> <li>B.242 - Enable the Checks Radio Button on the Agency/Clinic Dialog.</li> <li>B.244 - Enable the EBT Radio Button on the Agency/Clinic Dialog.</li> <li>B.245 - Enable the Voucher Radio Button on the Agency/Clinic Dialog.</li> </ul>
<b>3.4.3.20 (B.244) Enable the EBT Radio Button on the Agency/Clinic Dialog – FI_ENABLE_DELIVERYSYSTEMTYPE_EBT</b>			
<b>Value(s) Chosen: N</b>			
<p><b>System:</b> AKWIC does not designate a distribution method for a clinic.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will disable the EBT option on the Update Clinic dialog in the Reference Utility module.</p>	No Change	<p><b>Change: None</b> <b>Impact: None</b></p> <p><u>Cross-Reference:</u></p> <ul style="list-style-type: none"> <li>B.242 - Enable the Checks Radio</li> </ul>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	<b>Business:</b> <i>A business process does not exist.</i>		Button on the Agency/Clinic Dialog. <ul style="list-style-type: none"> <li>B.243 – Enable the Distribution List Radio Button on the Agency/Clinic Dialog.</li> <li>B.245 - Enable the Voucher Radio Button on the Agency/Clinic Dialog.</li> </ul>
<b>3.4.3.21 (B.245) Enable the Voucher Radio Button on the Agency/Clinic Dialog – FI_ENABLE_DELIVERYSYSTEMTYPE_VOUCHER</b>			
Value(s) Chosen: Y			<b>** Possible MOV Related Rule **</b>
<b>System:</b> AKWIC does not designate a distribution method for a clinic.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection <u>tentatively</u> chosen by ASI pending a decision on MOV has determined that SPIRIT will enable the Voucher option on the Update Clinic dialog in the Reference Utility module.  <b>Business:</b> For clinics, possibly for use with MOV, System / Business Application support personnel will select “Voucher” for the MOV clinic. When this distribution method is utilized, vendors will submit the Voucher to the State Agency for payment instead of depositing and routing through the banking contactor.	Business Process	<b>Change:</b> If this rule is utilized for MOV, the State Agency will begin processing vouchers vs. the banking contractor.  <b>Impact: Severe</b> (1) Utilizing the voucher method will change an automated process to a manual process for MOV vouchers only. (2) Reconciliation of vouchers will be time consuming for State Agency staff.  <u>Cross-Reference:</u> <ul style="list-style-type: none"> <li>B.242 - Enable the Checks Radio Button on the Agency/Clinic Dialog.</li> <li>B.243 – Enable the Distribution List Radio Button on the Agency/Clinic Dialog.</li> <li>B.244 - Enable the EBT Radio Button</li> </ul>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			on the Agency/Clinic Dialog. <ul style="list-style-type: none"> <li>B.293 - Number of Vouchers to Be Printed Per Benefits Period.</li> </ul>
<b>3.4.3.22 (C.24) Reference Utility Functions</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC does not provide the capability for staff to maintain functionality within a common interface.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will enable the following functions in the Reference Utility.</p> <ul style="list-style-type: none"> <li>Default Food Packages (and the ability to update the Default Food Package and associated food items)</li> <li>Formula Food Items</li> <li>Formula Food Item Records</li> <li>Formula Packages</li> <li>Income Eligibility Amounts</li> <li>Individual Nutrition Education Topics</li> <li>Machines</li> <li>State Use Captions</li> <li>Risk Factors</li> </ul> <p><b>Business:</b> State Office and/or System / Business Application support personnel will have the capability to maintain this information as needed through the Reference Utility.</p>	Business Process	<p><b>Change:</b> Staff will have the capability to maintain and update information through a common interface.</p> <p><b>Impact: Moderate</b> (1) Appropriate staff will be trained on the Reference Utility functions and how to maintain the information contained within. (2) Various staff members may have responsibility for maintaining information as part of their job function. This will be a new process for those outside of the System Administration / Business Application support teams.</p>
<b>3.4.3.23 (B.15) Check Number Length - CHECKNUMLENGTH</b>			
Value(s) Chosen: 8			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC utilizes an eight (8) digit check/serial number for checks.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize an eight (8) digit check/serial number.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.4.3.24 (B.29) Bank Account Number for WIC Checks - ONUS</b>			
<b>Value(s) Chosen:</b> 729681005678			
<b>System:</b> AKWIC uses account number 729681005678 for WIC Checks.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use 729681005678 for WIC Checks.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.4.3.25 (B.30) User Passwords Expire after 90 Days - PASSWORDEXPIRATIONINDAYS</b>			
<b>Value(s) Chosen:</b> 90			
<b>System:</b> AKWIC requires users to change their passwords after ninety (90) days.  <b>Business:</b> When a user's password expires they're prompted to change it.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will require users to change their passwords after ninety (90) days.  <b>Business:</b> When a user's password expires they're prompted to change it.	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.4.3.26 (B.49) Transit Number for WIC Checks - TRANSIT</b>			
<b>Value(s) Chosen:</b> 125200523			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC utilizes transit number 125200523 for WIC Checks.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize transit number 125200523 for WIC Checks.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.27 (B.87) End of Day Import of Bank Paid File - EOD_BANKINGPAIDFILEIMPORT</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC imports the Bank Paid File at the end of each day.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will import the Bank Paid File as part of the EOD process.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.28 (B.88) End of Day Export of Bank Price File - EOD_BANKINGPRICEFILEEXPORT</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC exports the Bank Price File at the end of each day.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will export the Bank Price File as part of the EOD process.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.29 (B.89) End of Day Export of Bank Stamp File - EOD_BANKINGSTAMPFILEEXPORT</b>			
Value(s) Chosen: Y			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC exports the Bank Stamp File at the end of each day.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will export the Bank Stamp File as part of the EOD process.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.30 (B.90) End of Day Export of Bank Vendor File - EOD_BANKINGVENDORFILEEXPORT</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC exports the Bank Vendor File at the end of each day.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will export the Bank Vendor File as part of the EOD process.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.31 (B.91) End of Day Export of Bank Issuance File - EOD_BANKINGISSUANCEFILEEXPORT</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC exports the Bank Issuance File at the end of each day.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will export the Bank Issuance File as part of the EOD process.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.32 (B.92) End of Day Export of Bank Stop Payment File - EOD_BANKINGSTOPPAYFILEEXPORT</b>			
Value(s) Chosen: Y			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC exports the Bank Stop Payment File at the end of each day.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will export the Bank Stop Payment File as part of the EOD process.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.33 (B.147) End of Day Export of Dual Participation File - EOD_EXTERNALDUALPARTICIPATION</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not export a dual participation file for an external system.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not export a dual participation file for an external system.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.34 (B.186) Agency Number Field Length - AGENCY_SITE_LENGTH</b>			
Value(s) Chosen: 4			
<b>System:</b> AKWIC utilizes three (3) digits for the Agency number.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize four (4) digits for the Agency number.  <b>Business:</b> <i>A business process does not exist.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>  <u>Note:</u> During conversion, leading zeros will be added to the agency ID to fulfill the four (4) character requirement.
<b>3.4.3.35 Service Site Field Length - SERVICE_SITE_LENGTH</b>			
Value(s) Chosen: 4			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC utilizes two (2) digits for the clinic number.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize four (4) digits for the clinic number.  <b>Business:</b> <i>A business process does not exist.</i>	No Business Process Change	<b>Change: System Change Only</b>  <b>Impact: None</b>  <u>Note:</u> During conversion, leading zeros will be added to the agency ID to fulfill the four (4) character requirement.
<b>3.4.3.36 (B.206) Length of the Bank Account Number - BankAccountNumLength</b>			
Value(s) Chosen: 12			
<b>System:</b> AKWIC utilizes twelve (12) digits for the Bank Account number.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize twelve (12) digits for the Bank Account number.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.37 (B.211) Communicate Participant Data Changes to External Entities - CommunicateParticipantsExternally</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not communicate participant data changes to external entities.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not communicate participant data changes to external entities.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.38 (B.212) Communicate Users to External Entities - CommunicateUsersExternally</b>			
Value(s) Chosen: N			

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>System:</b> AKWIC does not communicate users to external entities.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not communicate users to external entities.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.4.3.39 (B.213) Data Sync Acquires an External ID upon Check-in - DatasyncIncludesExternalID</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC will not communicate with an external system for data sync activities.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not communicate with an external system for data sync activities which negates the need to acquire an external ID upon check-in.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b> <b>Impact: None</b>
<b>3.4.3.40 (B.221) The Bank Issuance File Uses the Missouri Format - EOD_BankIssueUsesMissouriOption</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC utilizes a Bank Issuance file format similar to Missouri.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize Missouri's Bank Issuance file format.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b> <b>Impact: None</b>



As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.4.3.41 (B.227) Export Missouri Batch Files to the Data Warehouse - EOD_ExportMissourDataWarehouseFiles</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not export Missouri batch files to the Data Warehouse.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not export Missouri Batch files to the data warehouse.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.42 (B.240) State's Postal Code Used For External Communication - ExternalSystemState</b>			
Value(s) Chosen: 99801-0612			
<b>System:</b> AKWIC utilizes the state's postal code for external communication.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use the state's postal code for external communication.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.43 (B.241) Process External Data Update When the Participant Folder Opens - ExternalUpdatesEnabled</b>			
Value(s) Chosen: N			
<b>System:</b> AKWIC does not process external data when the participant record is opened (or at all).  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not process external data when the Participant Folder is opened. All rules related to external system communication (e.g., for sharing data with other systems such as, FSP and EIS) have been turned off.	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	<b>Business:</b> A business process does not exist.		
<b>3.4.3.44 (B.253) Require Log In to SPIRIT WIC system Through Central Location - LogonOnlyValidExternally</b>			
<b>Value(s) Chosen: N</b>			
<b>System:</b> AKWIC does not require log in to the system through a central location (such as <i>MyAlaska</i> ).  <b>Business:</b> A business process does not exist.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will not require log in to SPIRIT through a central location.  <b>Business:</b> A business process does not exist.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.45 (B.259) Value Used for Reset User Passwords - PASSWORDRESETVALUE</b>			
<b>Value(s) Chosen: Sp!r1t</b>			
<b>System:</b> AKWIC does not utilize a standard value for reset passwords.  <b>Business:</b> System support personnel communicate the new password to the user after it's been reset.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize a standard value (Sp!r1t) for reset passwords.  <b>Business:</b> System support personnel will communicate the new (standard) password to the user after it's been reset.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.46 (B.284) Use the HTTPS Protocol during Data Sync - UseHttpsDuringDatasync</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC utilizes HTTPS protocol during data sync.  <b>Business:</b>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize HTTPS	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
A business process does not exist specific to the utilization of HTTPS protocol usage during data sync.	protocol during data sync.  <b>Business:</b> A business process does not exist specific to the utilization of HTTPS protocol usage during data sync.		
<b>3.4.3.47 (B.285) User ID Maximum Length - UserIdMaxLength</b>			
<b>Value(s) Chosen: 15</b>			
<b>System:</b> AKWIC utilizes a maximum User ID length of fifteen (15) characters.  <b>Business:</b> System / Business Application support personnel provide a user ID for the user profile not to exceed fifteen (15) characters.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize a maximum User ID length of fifteen (15) characters.  <b>Business:</b> System / Business Application support personnel provide a user ID for the user profile not to exceed fifteen (15) characters.	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.48 (B.286) User ID Minimum Length - UserIdMinLength</b>			
<b>Value(s) Chosen: 6</b>			
<b>System:</b> AKWIC utilizes a minimum User ID length of six (6) characters.  <b>Business:</b> System / Business Application support personnel provide a user ID for the user profile not which is not less than six (6) characters.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize a minimum User ID length of six (6) characters.  <b>Business:</b> System / Business Application support personnel provide a user ID for the user profile not which is not less than six (6) characters.	No Change	<b>Change: None</b>  <b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.4.3.49 (B.322) Customize the EBT Connection Timeout - EBT_CONNECTION_TIMEOUT</b>			
Value(s) Chosen: 60			
<b>System:</b> AKWIC does not utilize an EBT connection.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize a sixty (60) second connection timeout for the EBT interface with J.P. Morgan.  <u>Note:</u> Alaska is not yet utilizing the EBT functionality within SPIRIT.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.50 (C.9) End of Day – Send and Receive External Files via FTP - EOD_SENDRERECEIVEEXTERNALFILES</b>			
Value(s) Chosen: Y <del>(not final, pending decision from SoA)</del>			
<b>System:</b> AKWIC utilizes FTP to transfer EOD files to and from external systems (banking contractor <del>and AKSAS system</del> ).  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will utilize <u>secure</u> FTP to transfer files to and from external systems (banking contractor).  <del><u>Note:</u> May also utilize for MOV functionality.</del>  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.51 (C.10) End of Month Processes</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC produces similar reports (as noted on to-	<b>System:</b> The business rule selection chosen by State WIC Program	No	<b>Change: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>be) for EOM processing.</p> <p><b>Business:</b> A business process does not exist.</p>	<p>Managers have determined that SPIRIT will enable the following EOM processes:</p> <ul style="list-style-type: none"> <li>• Caseload Count Summary Tables (MONTHEND_INCL_CASELOADCOUNTS)</li> <li>• Financial Reports (MONTHEND_INCL_FINANCIAL_RPTS)</li> <li>• High Risk Reports (MONTHEND_INCL_HIGHRISK_RPTS)</li> <li>• Bank Reconciliation Processing (MONTHEND_INCL_BANK_RECON)</li> <li>• Caseload Projection processing (MONTHEND_INCL_CASELOADPROJECTION_TBL)</li> <li>• Caseload Unduplicated tables (MONTHEND_INCL_CASELOADUNDUP_TBLS)</li> <li>• Caseload Reports (MONTHEND_INCL_CASELOAD_RPTS)</li> <li>• CDC files (MONTHEND_INCL_CDC_FILES)</li> <li>• Dual Enrollment processing (MONTHEND_INCL_DUALENROLLMENT_TBLS)</li> <li>• Enrollment Reports (MONTHEND_INCL_ENROLLMENT_RPTS)</li> <li>• Food Instrument Reports (MONTHEND_INCL_FOODINSTRUMENT_RPTS)</li> <li>• High Risk data (MONTHEND_INCL_HIGHRISK_DATA)</li> <li>• Nutrition Reports (MONTHEND_INCL_NUTRITION_RPTS)</li> <li>• Operation Reports (MONTHEND_INCL_OPERATION_RPTS)</li> <li>• Optional Caseload Reports (MONTHEND_INCL_OPT_CASELOAD_RPTS)</li> <li>• Optional Enrollment Reports (MONTHEND_INCL_OPT_ENROLLMENT_RPTS)</li> </ul>	Change	<b>Impact: None</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
	<ul style="list-style-type: none"> <li>Optional Food Instrument Reports (MONTHEND_INCL_OPT_FOODINSTRUMENT_RPTS)</li> <li>Optional Nutrition Reports (MONTHEND_INCL_OPT_NUTRITION_RPTS)</li> <li>Optional Operation Reports (MONTHEND_INCL_OPT_OPERATION_RPTS)</li> <li>Vendor Reports (MONTHEND_INCL_OPT_VENDOR_RPTS)</li> <li>Create Participant Formula table (MONTHEND_INCL_PARTICIPANTFORMULA_TBL)</li> <li>Create Redemption Reconciliation table (MONTHEND_INCL_REDEMPRECON_TBL)</li> </ul> <p><b>Business:</b> A business process does not exist.</p>		
<b>3.4.3.52 (C.15) Central Administrative Site (CAS) Application - HAS_CAS</b>			
<b>Value(s) Chosen: Y</b>			
<p><b>System:</b> AKWIC does not maintain separate functional area modules with the exception of Vendor / MOV.</p> <p><b>Business:</b> A business process does not exist.</p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that Alaska's SPIRIT implementation will include the Central Administrative Site module.</p> <p><b>Business:</b> A business process does not exist.</p>	Business Process	<p><b>Change:</b> Local Agency Coordinators will utilize the Central Administrative Site module to manage Local Agency activities.</p> <p><b>Impact: Minimal</b> LA Coordinators will receive training on the CAS module.</p>
<b>3.4.3.53 (C.16) Financial Management Application - HAS_FISCAL</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b>	<b>System:</b>	Business	<b>Change:</b>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>AKWIC does not maintain separate functional area modules with the exception of Vendor / MOV.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p>The business rule selection chosen by State WIC Program Managers have determined that Alaska's SPIRIT implementation will include the Financial Management module.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p>Process</p>	<p>Financial Management staff will utilize the Financial Management module to manage fiscal activities.</p> <p><b>Impact: Minimal</b> Financial Management staff will receive training on the Financial Management module.</p>
<b>3.4.3.54 (C.17) Service Site (Clinic) Application - HAS_SERVICE_SITE</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC is the Service Site (Clinic) module used to manage clinic activities.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that Alaska's SPIRIT implementation will include the Service Site (Clinic) module.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p>Business Process</p>	<p><b>Change:</b> Clinic and LA staff will utilize the Service Site (Clinic) module to manage clinic and LA activities.</p> <p><b>Impact: Minimal</b> Clinic and LA staff will receive training on the Service Site (Clinic) module.</p>
<b>3.4.3.55 (C.18) State Office Application - HAS_STATE_OFFICE</b>			
Value(s) Chosen: Y			
<p><b>System:</b> AKWIC does not maintain separate functional area modules with the exception of Vendor / MOV.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p><b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that Alaska's SPIRIT implementation will include the State Office module.</p> <p><b>Business:</b> <i>A business process does not exist.</i></p>	<p>Business Process</p>	<p><b>Change:</b> State Office staff will utilize the State Office module to manage statewide activities and reporting requirements.</p> <p><b>Impact: Minimal</b> State staff will receive training on the State</p>

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
			Office module.
<b>3.4.3.56 (C.19) System Administration Application - HAS_SYS_ADMIN</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not maintain separate functional area modules with the exception of Vendor / MOV.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that Alaska's SPIRIT implementation will include the System Administration module.  <b>Business:</b> <i>A business process does not exist.</i>	Business Process	<b>Change:</b> System / Business Application support personnel (and potentially LA Coordinators) will utilize the System Administration module to manage Agency information, clinic information, local use questions, etc.  <b>Impact: Minimal</b> System / Business Application support personnel (and potentially LA Coordinators) will receive training on the System Administration module.
<b>3.4.3.57 (C.20) Vendor Management Application - HAS_VENDOR</b>			
Value(s) Chosen: Y			
<b>System:</b> Vendor Subsystem and the VENDMAST spreadsheet is utilized for Vendor Management functionality.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection made by State WIC Program Managers has determined that Alaska's SPIRIT WIC implementation will include the Vendor Management module.  <b>Business:</b> <i>A business process does not exist.</i>	Business Process	<b>Change:</b> Vendor Management staff will utilize the Vendor Management module to manage vendors and vendor related activities.  <b>Impact: Minimal</b> Vendor Management will receive training on the Vendor Management module.



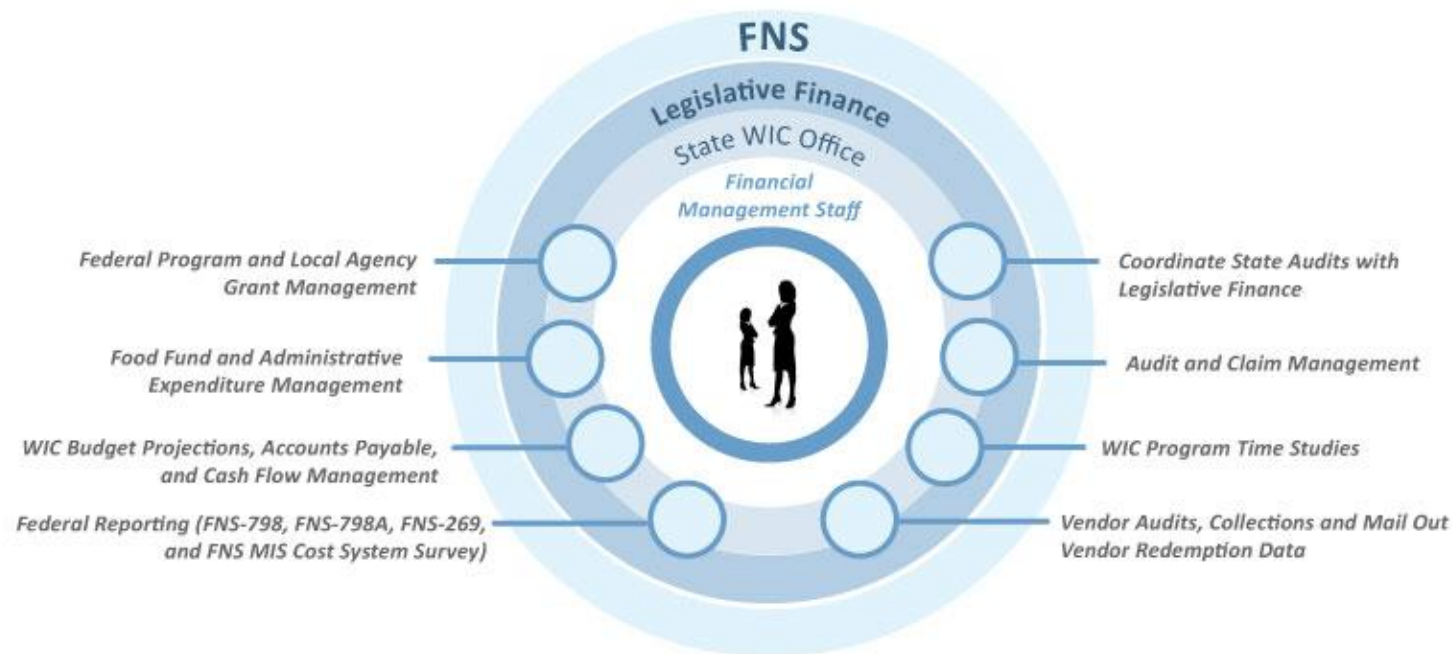
As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.4.3.58 (C.21) Satellite Servers - SATELLITESERVERMODE</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC utilizes “satellite servers” on the local machine for use through data sync.  <b>Business:</b> <i>A business process does not exist.</i>	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will use satellite servers to provide WIC services at remote locations.  <b>Business:</b> <i>A business process does not exist.</i>	No Change	<b>Change: None</b>  <b>Impact: None</b>
<b>3.4.3.59 (C.22) State Office – PC20xx File - SO_RPT_PC20XX</b>			
Value(s) Chosen: Y			
<b>System:</b> AKWIC does not create the PC20xx file.  <b>Business:</b> System / Business Application support personnel generate the PC20xx file for the State Office.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include the function that creates the PC20xx file for delivery to the USDA will be available in the State Office application.  <b>Business:</b> State Office staff will generate the PC20xx file for delivery to the USDA via the State Office module.	Business Process	<b>Change:</b> State Office staff will have the capability to generate the PC20xx file via the State Office module.  <b>Impact: None</b> State Office staff will receive training on the State Office module including generating the PC20xx file for delivery to the USDA.
<b>3.4.3.60 (X.7) Use Printer Tray Configuration to Print Cheques and used for Online Only - CHEQUE_PRINTERNAME_TRAY_OVERRIDE</b>			
Value(s) Chosen: N			<b>** Undocumented Rule **</b>
<b>System:</b> AKWIC utilizes the MICR printer associated with the clinic to print checks.  <b>Business:</b>	<b>System:</b> The business rule selection <u>tentatively</u> chosen by ASI has determined that SPIRIT will not utilize the printer tray configuration to print “cheques”. This rule will be validated and	No Change	<b>Change: None</b>  <b>Impact: None</b> The system required a switch for this rule despite not having any documentation. ASI

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<i>A business process does not exist.</i>	updated based on the testing phase findings. <b>Business:</b> <i>A business process does not exist.</i>		will monitor the impacts to this rule during development and testing and report that information to the SoA Project Manager to determine if a different decision is required.

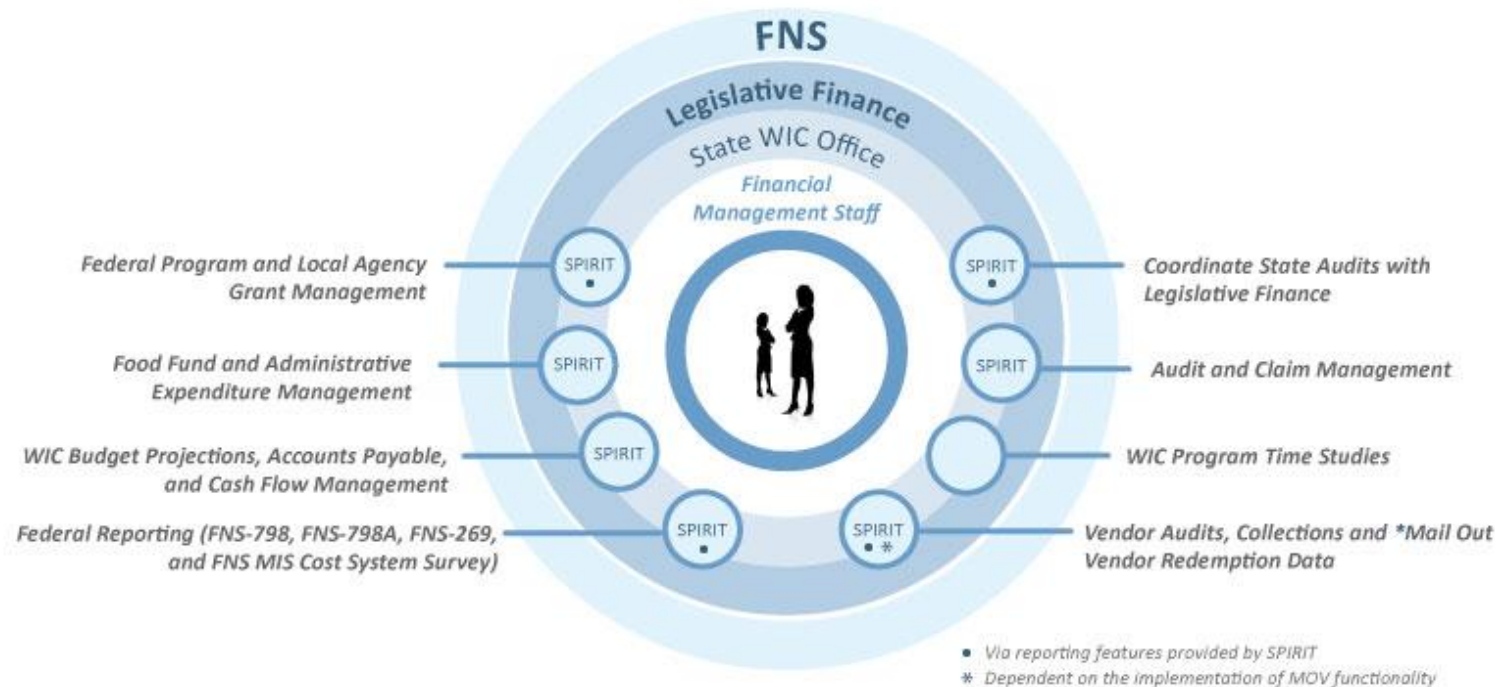
### 3.5 Financial Management Business Process Overview

The Financial Management team in coordination with the State WIC Program Director performs a variety of functions and services both at the statewide and local agency level. Financial management staff manages food funds, administrative expenditures, budget projections; WIC accounts payable and cash flow management; rebate billings/collections; federal program and local agency grant management; audit and claim management; WIC program time studies; vendor-related WIC foods and pricing audits, collections, and Mail Out Vendor (MOV) redemption data; coordinate with Legislative Finance in the performance of State Audits; in addition to federal reporting requirements and activities such as FNS-798, FNS-798A, FNS-269 Financial Reports, and FNS MIS Cost System Survey.

#### 3.5.1 Alaska Financial Management Operational Diagram



### 3.5.2 SPIRIT Financial Management Operational Diagram



### 3.5.3 Financial Management Business Rule Selections and Change Candidates

The types of changes noted in this document are:

- **Business Process:** A change to business process may be required or recommended based on the information available to ASI at the time this document was prepared.
- **Policy:** A change to the SoA WIC Policies & Procedures may be required or recommended based on the information available to ASI at the time this document was prepared.
- **No Business Process Change:** A system change has occurred; however that change will not impact business processes, policies or procedures.
- **No Change:** A change in system or business process does not exist therefore business processes and/or policy and procedure changes are not needed.

As-Is (AKWIC)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>3.5.3.1 (B.254) Include Optional Financial Reports - MONTHEND_INCL_OPT_FINANCIAL_RPTS</b>			
<b>Value(s) Chosen: Y</b>			
<b>System:</b> AKWIC does not have specific financial management reports within the system.  <b>Business:</b> Financial Management staff pulls reports from various sources including AKSAS and AKWIC.	<b>System:</b> The business rule selection chosen by State WIC Program Managers have determined that SPIRIT will include optional financial reports as part of the EOM process.  <b>Business:</b> Financial Management staff will pull reports from SPIRIT as desired.	No Business Process Change	<b>Change: System Change Only</b> Financial Management staff will have access to SPIRIT reports.  <b>Impact: Minimal</b> Financial Management staff will receive training on the Financial module and all applicable reports.

## 4 MOV GAP Analysis

The State of Alaska has a unique benefit delivery model which serves State WIC Program participants in remote locations and is referred to as Mail Order Vendor (MOV). Today, MOV activities are carried out by contracting with a single vendor (Fred Meyer) and supported by AKWIC – Vendor Subsystem which transmits orders and tracks benefit redemption activity. With the transfer and implementation of SPIRIT, most current MOV processes will not be supported by the application. The State is exploring alternate ways to provide mail order benefits and options for supporting this unique and necessary benefit delivery process without making source code changes to SPIRIT. As a result, business requirements have been developed as a separate deliverable and are leveraged in this analysis.

This section describes the eight (8) high-level business requirements which were discovered and agreed upon by the Alaska WIC Project Manager, ASI AK-Alaska State Director, and the ASI Project Manager at the time (Kit Coleman); how the current system and business processes support the requirement; and how the SPIRIT application may or may not support the requirement.

Alaska WIC SPIRIT system will require the creation of an MOV clinic for each individual clinic within the Local Agency to support mail order benefit delivery participants. This approach allows the clinic to manage the issuance of benefits at one time, through the use of the “Work With On-Site Group” function. The requirements in the “To-Be (SPIRIT)” column described below are dependent on this clinic configuration. It should be noted that unique system messages will be seen by clinic staff whose participants in one (1) household span across both a regular and MOV clinic, e.g. a breastfeeding Mom in the ‘regular’ clinic and her infant in the MOV clinic. These messages and the associated work-around will be addressed in training.

The types of changes noted in this document are:

- **Business Process:** A change to business process may be required or recommended based on the information available to ASI at the time this document was prepared.
- **Policy:** A change to the SoA WIC Policies & Procedures may be required or recommended based on the information available to ASI at the time this document was prepared.
- **No Business Process Change:** A system change has occurred; however that change will not impact business processes, policies or procedures.
- **No Change:** A change in system or business process does not exist therefore business processes and/or policy and procedure changes are not needed.

As-Is (AKWIC / MOV Subsystem)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>4.1.1 Certify Participant and Issue MOV Benefits</b>			
<b>Business Requirement(s):</b> A Clinic must be able to certify a participant for benefit delivery. The participant and/or benefit package must be identified as separate from a 'normal' benefit to allow identification as an MOV participant/benefit. Both AKWIC and SPIRIT applications supports this function.			
<p><b>System:</b> AKWIC supports certification and benefit issuance to all participants, regardless of the delivery method, in the same manner.</p> <p>Food packages are assigned to delivery methods. In this case, mail out benefit food packages are assigned to the MOV delivery method and as a result Clinic staff is able to narrow the list of available food packages to only those which can be mailed to the participant through the MOV Vendor by making this selection.</p> <p><b>Business:</b> Once a participant is approved for mail order vendor delivery, staff will select and prescribe mail order vendor benefits for the participant. Clinic staff selects Mail Order as the delivery method in AKWIC which determines which food packages are displayed for selection. Clinic staff then selects the desired MOV food package for the participant and issues the benefit.</p>	<p><b>System:</b> SPIRIT supports the certification of participants regardless of benefit delivery method.</p> <p><u>Food packages are assigned based on the participants' WIC category and assigned risk factors.</u></p> <p><del>All food packages are segregated based on the participant category. MOV food packages will be listed amongst all other food packages.</del></p> <p><b>Business:</b> <u>Prior to certifying the participant, clinic staff will transfer the participant into the appropriate MOV clinic. Clinic staff will assign the appropriate MOV risk factor during the certification attempt. As a result, when clinic staff selects "Default Food Package" the system will assign the appropriate MOV food package for the participants' WIC Category. During food package selection, clinic staff will select from a list of food packages further narrowed by the participants' assigned category, which will include defined MOV food package(s).</u></p>	<p>Business Process, Policy</p>	<p><b>Change:</b> Clinic staff will need to <u>assign the MOV risk factor to each participant requiring mail order delivery benefits. As a result, the system will assign the appropriate MOV food package based on the participants' WIC Category.</u> <del>select the MOV food package from the list of available food packages for the participants' category.</del></p> <p><u>Policy/Procedure Note: Policies &amp; Procedures need to reflect the use of the MOV risk factor and the applicable category-specific food packages which will be assigned during Certification. Reference documents and procedure manuals will need to be updated to reflect the list of MOV food packages.</u></p> <p><b>Impact: Moderate</b> This change will be addressed in training. <del>and supported by clear and simple food package titles that easily identify which packages are MOV only.</del></p>

As-Is (AKWIC / MOV Subsystem)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>4.1.2 MOV Food Package Delineation</b>			
<b>Business Requirement(s):</b> The Food package identified for the MOV certified participant must include the appropriate items for mail order delivery. Both AKWIC and SPIRIT applications supports this function.			
<p><b>System:</b> Food packages are associated with delivery methods. In this case, mail out benefit food packages are assigned to the MOV delivery method and as a result Clinic staff is able to narrow the list of available food packages to only those which can be mailed to the participant through the MOV Vendor by making this selection.</p> <p><b>Business:</b> Once a participant is approved for mail order delivery, staff will select and prescribe mail order benefits for the participant. Clinic staff selects Mail Order as the delivery method in AKWIC which determines which food packages are displayed for selection. Clinic staff then selects the desired MOV food package for the participant and issues the benefit.</p>	<p><b>System:</b> Food packages are associated with <del>the</del> participant categories <u>and risk factors. MOV food packages will be clearly marked as such in the Reference Utility module. MOV food packages will be listed amongst all other food packages for each category.</u></p> <p><b>Business:</b> <u>Clinic staff will select the "Default Food Package" button which will automatically assign the appropriate MOV food package for the participants' WIC Category. During food package selection, clinic staff will select from a list of food packages which are narrowed by the participants' assigned category. The available food packages will include defined MOV food package(s).</u></p>	Business Process, Policy	<p><b>Change:</b> Clinic staff will need to <u>assign the MOV risk factor to each participant requiring mail order delivery benefits. As a result, the system will assign the appropriate MOV food package based on the participants' WIC Category. select the MOV food package from the list of available food packages for the participants' category.</u></p> <p><b>Policy/Procedure Note:</b> <u>Policies &amp; Procedures need to reflect the use of the MOV risk factor and the applicable category-specific food packages which will be assigned during Certification. Reference documents and procedure manuals will need to be updated to reflect the list of MOV food packages.</u></p> <p><b>Impact: Moderate</b> This change will be addressed in training. <u>and supported by clear and simple food package titles that easily identify which packages are MOV only.</u></p>
<b>4.1.3 MOV Food Package Transmittal to Vendor</b>			
<b>Business Requirement(s):</b> The State of Alaska provides sufficient participant, food package, and valid benefit date information to allow the vendor(s) to fulfill the			



As-Is (AKWIC / MOV Subsystem)	To-Be (SPIRIT)	Type of Change	Change / Impact
shipment to the participant.			
<b>System:</b> Once an MOV food package has been issued a nightly SQL server job pulls the information out of AKWIC and imports it into the Vendor Subsystem.  <b>Business:</b> Clinic staff issues the MOV food package to the participant via AKWIC. The vendor accesses the Vendor Subsystem and retrieves the information.	<b>System:</b> Once an <u>MOV</u> food package has been issued, SPIRIT will print the Food Instrument ( <del>Check-or</del> Voucher) on the clinics' MICR printer.  <b>Business:</b> Clinic staff issues the MOV food package to the participant via SPIRIT.  <u>Note: A process or Policy needs to be identified for how the clinic (or State Office) will communicate the issuance of the food package to the MOV vendor.</u>	No Business Process Change for clinic	<b>Change: System Change Only</b> (1) SPIRIT will print a paper <del>check-or</del> voucher regardless of the delivery method. (2) SPIRIT does not <del>currently</del> have a method to transmit benefit / food package information to an external source <u>such as the MOV vendor</u> .  <b>Impact: Severe</b> An alternative solution will need to be explored to send or transmit the MOV benefit issuance <u>to the Vendor(s)</u> .
<b>4.1.4 Vendor Shipment to Participant</b>			
<b>Business Requirement(s):</b> The Mail Order Vendor(s) (MOV) packages and ships the food box and confirmation receipt to the participant.			
<b>System:</b> AKWIC – Vendor Subsystem produces:  (1) A shipping report which identifies the food boxes for shipment over the next twenty-one (21) days. (2) A packing list is produced which identifies the food items contained in the food box. (3) A confirmation receipt is produced.  <b>Business: (Vendor)</b> The MOV vendor accesses the Vendor Subsystem, prints the shipping report, packing lists, and the confirmation receipt for the required food boxes. The MOV vendor	<b>System:</b> SPIRIT does not support a method to identify food box shipments.  <u>Work-Around(s):</u> (1) A custom report could be developed to identify the MOV food packages issued during a time period which can be faxed / emailed to the MOV Vendor. (2) <del>Checks-or</del> Vouchers could be faxed / emailed / or mailed to the MOV Vendor which may serve as the packing slip. (3) A new generic confirmation receipt could be	Business Process, Policy	<b>Change:</b> A work-around or an alternative solution would be required to fulfill this business requirement.  <u>Policy:</u> Vendor Manual will require an update to accommodate changes.  <b>Impact: Severe</b> The Impact is dependent on the solution determined by the SoA to fulfill the requirement.

As-Is (AKWIC / MOV Subsystem)	To-Be (SPIRIT)	Type of Change	Change / Impact
utilizes the shipping report to select food orders for processing; the packing list determines what items to include in each food box; and a confirmation receipt is included in the food box for the participant to mail back to the LA.	developed and the vendor could apply mailing labels for participant information.  <b>Business:</b> The MOV vendor would receive the custom report, <del>checks</del> /vouchers for fulfillment, and the generic confirmation receipt from the <u>State Office, LA, or clinic</u> . The vendor would then fulfill the order; affix the mailing label (which contains basic participant information); include a copy of the <del>check</del> /voucher as a packing list; include the generic confirmation receipt; and mail the food box to the participant.		
<b>4.1.5 Confirmation of Receipt</b>			
<b>Business Requirement(s):</b> Participants provide confirmation that the package was received and notate any missing or damaged food items.			
<b>System:</b> AKWIC – Vendor Subsystem produces a confirmation receipt for the participant to complete.  <b>Business: (Participant)</b> The participant receives the food box, reviews the contents, and completes the confirmation receipt by notating any missing or damaged food items, signing and dating the receipt and mailing to the participants' LA.	<b>System:</b> SPIRIT does not provide a confirmation receipt.  <u>Work-around:</u> The vendor could utilize a copy of the <del>check</del> /voucher as a packing list and a generic confirmation receipt affixed with mailing label containing basic participant information to serve as a confirmation receipt.  <b>Business: (Participant)</b> The participant receives the food box, reviews the contents, and completes the confirmation receipt by notating any missing or damaged food items, signing and dating the receipt and mailing to the participants' LA.	No Business Process Change	<b>Change: System Change Only</b> The participant would return a similar confirmation receipt by comparing the <del>check</del> /voucher contents with the food box contents and notating the missing/damaged items.  <b>Impact: Minimal</b> An instruction sheet may need to be developed and distributed for the first few months of implementation to orient the participant <u>to this new process</u> .  <u>Additionally, LA and/or clinic staff will require training on handling the return of this information if it deviates from the process utilized today.</u>

As-Is (AKWIC / MOV Subsystem)	To-Be (SPIRIT)	Type of Change	Change / Impact
<b>4.1.6 Capture Food Package / Shipping Costs</b>			
<b>Business Requirement(s):</b> The vendor(s) provides the State of Alaska with food package and shipping cost information.			
<p><b>System:</b> AKWIC – Vendor Subsystem maintains the food package, shipping and mailing costs.</p> <p><b>Business: (Vendor)</b> The MOV vendor completes the order by updating the Vendor Subsystem that the food box has been fulfilled and shipped.</p>	<p><b>System:</b> SPIRIT does not provide designated data entry fields for the entry of food package, shipping and mailing costs.</p> <p><u>Possible Workwork-around:</u> The food package costs, shipping and mailing costs could be flat rate, contractually negotiated prices based on geographic location (shipping and mailing costs) which could be added as food items and included in the food package item detail. This information would be printed on the <del>check</del>/voucher which the MOV vendor would receive.</p> <p><b>Business: (Vendor)</b> The MOV vendor would fulfill the order as described with the appropriate shipping and mailing costs already detailed.</p>	<p>Business Process, Policy</p>	<p><b>Change:</b> <u>Business Process:</u> The MOV vendor will no longer provide food package, mailing and shipping costs. These items <del>would</del> <u>could</u> be contractually negotiated up-front.</p> <p><u>Policy:</u> MOV Vendor procurement process would need to include the food package items, mailing and shipping costs (by geographic location) that the State of Alaska will pay. In addition, the Vendor Manual would require an update for any new processes adopted.</p> <p><b>Impact: Severe</b></p>
<b>4.1.7 Reconciliation</b>			
<b>Business Requirement(s):</b> SoA reconciles vendor(s) benefit package and shipping information with participant receipt of goods.			
<p><b>System:</b> AKWIC – Vendor Subsystem records the vendor food package, shipping and mailing costs and provides this information to the State Agency via reporting features for reconciliation purposes.</p> <p><b>Business:</b> <u>MOV Vendor:</u> The vendor provides the SA with a POS register tape detailing the food package costs to</p>	<p><b>System:</b> The SPIRIT system does not specifically record food package, shipping, and mailing costs nor does the system provide the reporting features out-of-the-box.</p> <p><u>Work-around:</u> (1) An ad-hoc report can be created to segment out the MOV food packages shipped for the month which would</p>	<p>Business Process</p>	<p><b>Change:</b> Work-around(s) or alternatives will need to be developed to manage a more automated reconciliation process.</p> <p><u>Note:</u> Utilizing the Voucher distribution method would require the MOV vendor to submit FI's to the state agency instead of the vendors bank (and</p>

As-Is (AKWIC / MOV Subsystem)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>document price changes that have not been updated in AKWIC.</p> <p><u>Contract Officer:</u> Contract management staff reconciles the MOV vendor POS register tape against the vendor invoice and presents the updated invoice to the WIC Director.</p> <p><u>WIC Director:</u> Approves payment of the invoice.</p> <p><u>Finance and Management Services (FMS):</u> FMS Staff enter the payment information into AKSAS and issue the warrant to the vendor.</p>	<p>include the mailing and shipping costs as food items.</p> <p>(2) Shipping and mailing costs could be added as food items in the vendor price survey.</p> <p><b>Business (Recommended Work-around(s)):</b>  <u>MOV Vendor:</u> Updates the pricing information on the Voucher received <del>(if Vouchers are utilized)</del> and submits the Voucher to the <del>SA</del>State Agency.</p> <p><u>Contract Officer:</u> Contract management staff reconciles the Vouchers from MOV Vendor(s) against the ad-hoc report and vendor invoice and present the updated invoice to the WIC Director.</p> <p><u>WIC Director:</u> Approves payment of the invoice.</p> <p><u>Finance and Management Services (FMS):</u> FMS Staff enter the payment information into AKSAS and issue the warrant to the vendor.</p> <p><u>Additional Note:</u> WIC Accounting staff can import a flat file from AKSAS into the Financial Management module which will keep the WIC budgeting information up-to-date.</p>		<p>subsequently the State WIC banking contractor).</p> <p><b>Impact: Moderate</b></p>
<b>4.1.8 Vendor Payment</b>			
<b>Business Requirement(s):</b> SoA issues a warrant for food and shipping payment.			
<p><b>System: (AKSAS)</b> AKSAS issues a warrant to the MOV vendor upon the approval of financial management staff.</p> <p><b>Business:</b> <u>State Agency</u> staff requests payment via AKSAS to the</p>	<p><b>System:</b> SPIRIT can record a journal entry (either manually or by importing the entries from AKSAS) against the desired account. AKSAS issues a warrant to the MOV vendor upon the approval of financial management staff <u>(this is</u></p>	Business Process	<p><b>Change:</b> The introduction of the Financial Management module will introduce a business process change.</p> <p><b>Impact: Minimal</b></p>

As-Is (AKWIC / MOV Subsystem)	To-Be (SPIRIT)	Type of Change	Change / Impact
<p>MOV vendor and provides WIC Program Financial Management staff with the reconciliation information.</p> <p><u>Financial Management</u> staff issue a warrant for vendor payment.</p>	<p><u>a separate, manual process outside of SPIRIT</u>.</p> <p><b>Business:</b>  <u>State Agency</u> staff requests payment via AKSAS to the MOV vendor and provides WIC Program Financial Management staff with the reconciliation information.</p> <p><u>Financial Management</u> staff issue a warrant for vendor payment and enter a journal entry (either manually or by importing the transaction from an external flat file) against the desired account <u>in the Alaska WIC SPIRIT Financial Management module</u>.</p>		<p>Financial Management staff (and other appropriate staff as determined) will receive training on the Financial Management module <u>if it's intended to be utilized by the SoA</u>.</p>

## 5 Banking Interface GAP Analysis

The State of Alaska communicates with the banking processor via Secure File Transfer Protocol (SFTP) to exchange pertinent banking files required to manage the Alaska WIC Program. Today, the State of Alaska conducts these transactions with Key Bank; however with the implementation of the Alaska WIC SPIRIT system the state will be utilizing a new, to-be-determined, banking contractor / processor.

During the course of ASI's analysis of the Alaska WIC SPIRIT banking process, a document was created entitled "Banking Interface Overview". This document includes pertinent information about each of the banking files that SPIRIT generates including a general description of the file, its associated file layout, and a description of each of the fields contain within the file. This document has been included as *Appendix 9.4 "Banking Interface Overview"*.

Per the RFP, *Section 5.01.1 Scope of Work*, "...The Department is seeking a qualified contractor that will perform... development and testing of a banking interface..." and *Section 2.3 System Modification, Technical Testing, and Revision*, "The contractor shall modify the transfer system to reflect Alaska's requirements and configuration rules. Anticipated enhancements or modifications include but may not be limited to: [The] development and testing of an interface with the banking contractor for transmission of issuance and redemption information. The contractor is responsible for creating a test plan and testing scripts which cover creating of bank upload files, verification of upload file contents, testing transmission to the bank, verifying bank processing, verification that the bank produced download files, verification of download file transmission, verification of contents of bank download files, verification that the system processes bank download files. The test must cover all logic contained in the bank interface specification. This includes end to end testing of all edits in the interface specification. The contractor is responsible for coordinating with the banking contractor to schedule testing. The contractor will perform all actions necessary to conduct testing, evaluation and correction of issues related to the banking interface test. The contractor will deliver a formal testing results document."

This section describes the six (6) high-level business requirements; how the current system and business processes support the requirement; and how the SPIRIT application may or may not support the requirement. Due to the nature of the banking gap analysis, primarily a technical (system) analysis a business perspective for the "To-Be (SPIRIT)" requirement is not always available. However, where that information is applicable and available it is noted.

The types of changes noted in this document are:

- **Business Process:** A change to business process may be required or recommended based on the information available to ASI at the time this document was prepared.
- **Policy:** A change to the SoA WIC Policies & Procedures may be required or recommended based on the information available to ASI at the time this document was prepared.
- **No Business Process Change:** A system change has occurred; however that change will not impact business processes, policies or procedures.

- **No Change:** A change in system or business process does not exist therefore business processes and/or policy and procedure changes are not needed.

<u>As-Is (AKWIC / MOV Subsystem)</u>	<u>To-Be (SPIRIT)</u>	<u>Type of Change</u>	<u>Change / Impact</u>
<b>5.1.1 Generate an Issuance File</b>			
<b>Business Requirement(s):</b> The WIC MIS must generate an issuance file for the banking contractor. The issuance file must contain, at a minimum, the serial number for the food instrument, the First Date To Use (FDTU) and Last Date to Use (LDTU), the food instrument type, State WIC ID (participant ID) and the Agency ID.			
<p><b>System:</b> A SQL server job, which runs each afternoon, generates an "Issuance File" which contains all of the food instruments issued during that day.</p> <p><b>Business:</b> Clinic staff will issue participant benefits. A SQL server job automatically generates an "Issuance File" each afternoon. The file is transferred to the banking contractor via SFTP.</p>	<p><b>System:</b> SPIRIT generates the "Banking New Food Instrument Issuance File" automatically when new food instruments are generated at the clinics as part of the End-of-Day (EOD) process.</p> <p><b>Business:</b> Clinic staff will issue participant benefits. SPIRIT will automatically generate the "Banking New Food Instrument Issuance File" as part of the EOD process. SPIRIT will automatically transfer the "Banking New Food Instrument Issuance File" to the banking contractor via SFTP.</p>	<p>No Business Process Change</p>	<p><b>Change: System Change Only</b></p> <p><b>Impact: None</b></p>
<b>5.1.2 Generate a Vendor File</b>			
<b>Business Requirement(s):</b> The WIC MIS must generate a vendor file for the banking contractor. The vendor file includes any new or modified vendor records.			
<p><b>System:</b> A database job is manually ran when a vendor is added to or modified in the AKWIC system. This file is referred to as the "Vendor File".</p> <p><b>Business:</b> Vendor staff will update or add vendor records in.</p>	<p><b>System:</b> SPIRIT generates the "Vendor File" automatically when records are added or modified as part of the End-of-Day (EOD) process.</p> <p><b>Business:</b></p>	<p>Business Process</p>	<p><b>Change:</b> (1) A previously manual process will now be automated. (2) SPIRIT generates several vendor related files to the bank. See also 5.1.5 Generate a Banking Price File and 5.1.6</p>

<u>As-Is (AKWIC / MOV Subsystem)</u>	<u>To-Be (SPIRIT)</u>	<u>Type of Change</u>	<u>Change / Impact</u>
<p><u>AKWIC and notify the DBA (Bart Goode).</u></p> <p><u>The DBA then runs a database job which creates a new Vendor File. The file is then transferred to the banking contractor via SFTP.</u></p> <p><u>Note: The DBA reports that, on average, this file is generated and sent to the banking contractor one (1) time per month.</u></p>	<p><u>Vendor staff will update or add vendor records in SPIRIT.</u></p> <p><u>SPIRIT will automatically generate the “Vendor File”, if changes in the system are found, as part of the EOD process.</u></p> <p><u>SPIRIT will automatically transfer the “Vendor File” to the banking contractor via SFTP.</u></p>		<p><u>Generate a Banking Stamp File”.</u></p> <p><b><u>Impact: Minimal</u></b>  <u>Training: Central System Operations staff (and others as identified by the SoA) will receive training on the EOD (and EOM) processes that SPIRIT utilizes and the setup and maintenance of the SFTP process to the banking contractor.</u></p>
<b><u>5.1.3 Access, Accept, Read, and Reconcile a Paid/Rejected Food Instrument File from the Banking Contractor</u></b>			
<b><u>Business Requirement(s): The WIC MIS must access, accept, read into the system, and reconcile the paid and rejected food instrument information received from the banking contractor.</u></b>			
<p><b><u>System:</u></b>  <u>(Banking Contractor) The banking contractor generates a “Paid-Not-Paid” (PNP) file.</u>  <u>(AKWIC) A SQL Server job runs each morning to pull the “Paid-Not-Paid” file from the bank via SFTP.</u>  <u>(AKWIC) A SQL Server job reads the PNP file into the system.</u>  <u>(AKWIC) A separate SQL Server job creates the AKSAS Journal Entry (AJE) file. Another SQL Server job kicks off the transfer of this information to the State of Alaska’s AKSAS system via SFTP.</u>  <u>(AKWIC) A SQL Server job reads the PNP file and balances against the Food Instrument records in the AKWIC system. Any exceptions noted are logged in the “Unmatched Warrant Report”.</u></p> <p><b><u>Business:</u></b></p>	<p><b><u>System:</u></b>  <u>(Banking Contractor) The banking contractor generates a “Banking Paid” file which contains Food Instruments which have been paid and/or rejected by the banking contractors system.</u>  <u>(SPIRIT) As part of the EOD process, the system accesses, accepts, reads into the system, and reconciles the paid and rejected food instrument information.</u>  <u>(SPIRIT) Any exceptions noted are logged in the Financial Management module in the following reports:</u></p> <ul style="list-style-type: none"> <li><u>Food Instrument Reconciliation Exceptions</u></li> <li><u>Food Instruments Rejected for Payment</u></li> </ul> <p><b><u>Business:</u></b>  <u>Vendor and/or Financial Management staff reviews the reports and resolve any issues outside of the system.</u></p>	<p><b><u>Business Process</u></b></p>	<p><b><u>Change:</u></b>  <u>(1) System Change: The Alaska WIC SPIRIT system will utilize a substantially different and more streamlined approach to reading and reconciling the banking paid/rejected information.</u>  <u>(2) Staff will utilize different reports to identify potential issues / exceptions.</u></p> <p><b><u>Impact: Moderate</u></b>  <u>Training:</u>  <u>(1) Staff will receive training on the use of the reports; how the system reports the information; and when new processes / policies have been identified to manage this process staff will be trained on those as well.</u></p>



<u>As-Is (AKWIC / MOV Subsystem)</u>	<u>To-Be (SPIRIT)</u>	<u>Type of Change</u>	<u>Change / Impact</u>
<u>Vendor staff reviews the “Unmatched Warrant Report” and resolve any issues outside of the system.</u>			<u>(2) Appropriate staff will receive training on this file as it relates to the EOD process.</u>
<b><u>5.1.4 Generate a Food Instrument Stop Payment File</u></b>			
<b><u>Business Requirement(s):</u></b> The WIC MIS must generate a food instrument stop payment file for the banking contractor.			
<b><u>System:</u></b> <u>The system currently reports food instruments with stop payments as part of the “Issuance File”. See also 5.1.1 Generate an Issuance File.</u>  <b><u>Business:</u></b> <u>A business process does not exist.</u>	<b><u>System:</u></b> <u>SPIRIT will generate a separate “Banking FI Stop Payment” file for the banking contractor as part of the EOD process. The system will transmit this file over SFTP to the banking contractor.</u>  <b><u>Business:</u></b> <u>A business process does not exist.</u>	<u>No Business Process Change</u>	<b><u>Change: System Change Only</u></b> <u>The Alaska WIC SPIRIT system will generate a separate file for FI’s with a stop payment associated.</u>  <b><u>Impact: Minor</u></b> <u>Procurement / Testing Note: Project staff must ensure that the banking contractor can/will accept the file and the format of the file generated by the Alaska WIC SPIRIT system.</u>  <u>Training: Appropriate staff will receive training on this file as it relates to the EOD process.</u>
<b><u>5.1.5 Generate a Banking Price File</u></b>			
<b><u>Business Requirement(s):</u></b> The WIC MIS must generate a banking price file for the banking contractor which lists all food instruments issued for each of the peer groups in the system.			
<b><u>System:</u></b> <u>The system currently reports food instrument prices for each of the peer groups as part of the “Issuance File”. See also 5.1.1 Generate an Issuance File.</u>  <b><u>Business:</u></b>	<b><u>System:</u></b> <u>SPIRIT will generate a separate “Banking Price” file for the banking contractor as part of the EOD process. The system will transmit this file over SFTP to the banking contractor.</u>	<u>No Business Process Change</u>	<b><u>Change: System Change Only</u></b> <u>The Alaska WIC SPIRIT system will generate a separate file for peer group-specific pricing for each food instrument issued.</u>

<u>As-Is (AKWIC / MOV Subsystem)</u>	<u>To-Be (SPIRIT)</u>	<u>Type of Change</u>	<u>Change / Impact</u>
<u>A business process does not exist.</u>	<u><b>Business:</b></u> <u>A business process does not exist.</u>		<u><b>Impact: Minor</b></u> <u>Procurement / Testing Note: Project staff must ensure that the banking contractor can/will accept the file and the format of the file generated by the Alaska WIC SPIRIT system.</u>  <u>Training: Appropriate staff will receive training on this file as it relates to the EOD process.</u>
<b>5.1.6 Generate a Stamp File</b>			
<u><b>Business Requirement(s):</b> The WIC MIS must generate a stamp file for the banking contractor which lists all of the vendors and their associated stamp numbers.</u>			
<u><b>System:</b></u> <u>The system currently reports the vendor stamp number in the "Vendor File". See also 5.1.2 Generate a Vendor File.</u>  <u><b>Business:</b></u> <u>A business process does not exist.</u>	<u><b>System:</b></u> <u>SPIRIT will generate a separate "Banking Stamp" file for the banking contractor as part of the EOD process. The system will transmit this file over SFTP to the banking contractor.</u>  <u><b>Business:</b></u> <u>A business process does not exist.</u>	<u>No Business Process Change</u>	<u><b>Change: System Change Only</b></u> <u>The Alaska WIC SPIRIT system will generate a separate file for vendor stamp numbers.</u>  <u><b>Impact: Minor</b></u> <u>Procurement / Testing Note: Project staff must ensure that the banking contractor can/will accept the file and the format of the file generated by the Alaska WIC SPIRIT system.</u>  <u>Training: Appropriate staff will receive training on this file as it relates to the EOD process.</u>

## 56 Parameters and Values

The following parameters and values are available for configuration within SPIRIT. This table is organized into four (4) sections:

1. Clinic – These parameters and values will be seen by clinic staff and/or may require clinic staff involvement to determine the values.
2. System / Application Administration – These parameters and values will be provided by (or obtained through) the System / Application Administration staff.
3. Vendor – These parameters and values will be under the purview of Vendor Management staff.
4. WIC Program – These parameters and values are set by the State of Alaska WIC Program Managers and Directors.

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
<b>5.16.1 Clinic</b>					
Breastfeeding Stopped Reason	A list of reasons why breastfeeding was stopped.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Documents	Maintain list of documents available from participant outputs.	Reference Utility	N	Y	SPIRIT has a pre-defined list of available documents. The SoA will need to review the list and add/remove as appropriate.
Child Goals	A list of goals for children.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Edit Check Reason	A list of reasons why a participant's check would be edited (e.g. Late Pickup was not fault of participant.).	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Education Topics	Maintain Education Topics for Individual and Group Nutrition Education.	Reference Utility	Y	Y	The SoA will need to review the list and add/remove as appropriate. The SoA will also review legacy list of NE topics and determine how/where these items are converted.
Facilities	Maintain Health Facilities within the	Reference Utility	Unknown	N	The SoA will need to provide a list of

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
	State of Alaska.				health facilities throughout the state. This information is utilized on the Post-Partum tab of the Health Information Screen.
Fixed Nighttime Locations	Maintain fixed nighttime locations.	Reference Utility	Unknown	Y	The SoA will need to review the list and and/remove as appropriate. The SoA will need to provide a list of additional fixed nighttime locations that the state wishes to utilize for the participant demographics screen.
Goal Result	A list of goal results for use in Nutrition Education Goal Setting.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Household Smoking	A list of options for the Household Smoking question on the participant folder.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
How Heard	A list of options for the “How Heard About WIC” on the participant folder.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Household Change Reason	A list of options for why the household composition has changed.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Infant Goals	A list of goals for infants.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Materials Given	Maintain a list of materials available for selection within the Referrals tab of the Clinic module.	Reference Utility	N	N	The SoA will provide ASI with a matrix of materials available to clinic staff for distribution to participants segmented by category.
Medical Home	Maintain list of options for Medical Home.	Reference Utility	Unknown	Y	The SoA will need to review the list and and/remove as appropriate.

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
Multi-Vitamin Consumption	A list of options for multi-vitamin consumption selection on the participant folder.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Peer Counselor Referral	A list of reasons for a BFPC referral.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Reason Not Assigned	Reasons for immunization refusal.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
VENA Questions	Maintain VENA Questions (for entire state).	Reference Utility	N	Y	The SoA will review the list of VENA questions and add/remove as desired.
Woman Goal	A list of goals for women.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
<b>5.26.2 System / Application Administration</b>					
Remote Machines	A complete list of all machines utilized for Data Sync Check-In/Check-Out.	Management Console	Unknown	N	The SoA will provide the MAC Address and a description for all laptops which will be used for Data Sync.
Security Roles	Security Roles associated with application access levels throughout SPIRIT.	Management Console	Y	Y	The SoA will provide detailed AKWIC security roles which ASI will use to map to SPIRIT security roles. ASI will work with the SoA to ensure correct mapping occurs.
Users	A complete list of all user ID's; First and Last Names associated with those ID's; the Agency and Clinic assigned to; roles assigned.	Management Console	Y	Y	The SoA will provide a list of User IDs with associated First and Last names; agency / clinic assigned; AKWIC security role assigned. ASI will work with the SoA to ensure correct mapping of users occurs.

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
Voucher Security Code	A single value for the voucher security code.	Reference Utility > Reference Dictionary	N	Y	ASI will attempt to clarify this option with the SUG.
<b>5.36.3 Vendor</b>					
Appeal Type	A list of appeal types utilized in the Vendor module.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Application Reason Incomplete	A list of reasons a vendor's application is considered incomplete.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Application Undelivered Reason	A list of reasons a vendor's application is undeliverable.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Check Denial Reasons	A list of reasons for the denial of a check.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Corporate Parents	Maintain Vendor Corporate Parents.	Reference Utility	Y -VENDMAST	N	The SoA will update the VENDMAST Spreadsheet which will be utilized for the conversion of Corporate Parents.
Denial Reason	A list of reasons for which a vendor would be denied.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Denial Letter Return Reason	A list of reasons for denial letter return.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Disqualified Reasons	A list of reasons for which a vendor would be disqualified.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Final Disposition	A list of disposition reasons for use on vendor appeals.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
High Cost Minimum Food Items	Location of dropdown menu is unknown.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
High Risk Volume Score	Maintain High Risk Volume Scores.	Reference Utility	Unknown	N	The SoA will provide an initial Volume

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
					Score, Low Amount and High Amount which the system will use to determine High Risk Volume Vendors.
Licensed Formula Wholesalers	Maintain Licensed Formula Wholesalers.	Reference Utility	Unknown	N	The SoA will provide ASI with a matrix of licensed formula wholesalers utilized which will include the name, address, and contact information for the wholesaler.
Milk Wholesalers	Maintain Milk Wholesalers.	Reference Utility	Unknown	N	The SoA will provide ASI with a matrix of licensed milk wholesalers utilized which will include the name, address and contact information for the wholesaler.
Monitoring Visit Reason	A list of reasons for a monitoring visit on a vendor.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Owners	Maintain Vendor Owners / Partners.	Reference Utility	Y -VENDMAST	N	The SoA will update the VENDMAST Spreadsheet columns which will be utilized for the conversion of Owners.
Primary Grocery Wholesalers	Maintain Primary Grocery Wholesalers.	Reference Utility	Unknown	N	The SoA will provide ASI with a matrix of primary grocery wholesalers utilized which will include the name, address and contact information for the wholesaler.
Probation Reason	A list of reasons why a vendor was placed on probation.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Reject Reason	A list of reasons why an FI was rejected.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Returned Compliance Buy Check Status	A list of reasons for the return of compliance buys check.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
Sanction Type	A list of vendor sanctions types.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Special Training Type	A list of special training type options.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Stamp Return Reason	A list of reasons why a vendor stamp has been returned.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Store Types	Maintain Vendor Store Types.	Reference Utility	N	Y	The SoA will review the Store Types list and add/remove as appropriate. Store Types are: Chain without Pharmacy, Chain with Pharmacy, Franchise, Co-op, Commissary, Farmers Market, etc.
UPCs	Maintain WIC Authorized UPC Data.	Reference Utility	N	N	If the SoA decides to use UPC data a matrix will be provided to ASI containing the necessary information.
Vendor Document Types	Maintain Vendor Document Types.	Reference Utility	N	Y	ASI has pre-loaded several document types that the SoA may wish to utilize. The SoA will review the list and add/delete as appropriate.
Vendor Return Reason	A list of reasons for unknown use – appears to be a duplicate list of Stamp Return Reasons.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Vendor Termination Reason	A list of reasons for vendor termination.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Void Reason	A list of reasons why a participant benefit has been voided.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.



Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
<b>5.46.4 WIC Program</b>					
Adjunctive Income Eligibility	A list of adjunctive eligibility options available for Clinic staff within the Clinic module.	Reference Utility	N	Y	If applicable, the SoA will provide a list of additional state specific adjunctive eligibility options (e.g. Denali Kid Care, etc.).
Agencies	Maintain list of agencies within the state.	Reference Utility	Y	Y	ASI has loaded several agencies to perform initial smoke testing objectives. Agency and Clinic associations will be converted from AKWIC.
Blood Work Exceptions	A list of exceptions for blood work (e.g. religious reasons, etc.).	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Contract	A list of formula contracts.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Default Food Packages	A complete list of default food packages which contain the food item and quantity for each category.	Reference Utility	Y	Y	The SoA may utilize the pre-defined food package defaults as a base and modify from that point. If converted data is utilized as the base, the SoA must utilize data cleaning activities to further refine the base food packages.
Education Level	A list of education levels.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Food Distribution Items	Maintain Food Distribution Items.	Reference Utility	Y	Y	The SoA will need to review the list and converted data from AKWIC to add/remove individual food items as appropriate.
Food Items	Maintain Food Items via the Food Item Wizard which tells SPIRIT how food	Reference Utility	Y	Y	ASI will work with the SoA to develop a matrix of food items with the applicable

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
	items will be split amongst benefit checks. The State staff person will also provide whether and what substitutions are allowed; which categories the food item can be utilized for; effective and expiration dates for food items; and whether the food item has a rebate contract, etc.				information needed for the Food Item Wizard. ASI will import the information into the new system.
Grantee	Maintain Grantee to Clinic definitions (e.g. the associations of clinics to particular grantees).	Reference Utility	Unknown	N	The SoA will need to provide a matrix of Grantee to Clinic associations. Note: The associations made through this tool will be to group multiple <u>agencies</u> together underneath a grantee.
ID Proof for a Child	A list of ID Proofs for the Child category.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
ID Proof for a Woman	A list of ID Proofs for the Women categories.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Inaccurate Measurement Reasons	A list of reasons why an anthropometric measurement is inaccurate.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Income Eligibility Amounts	Maintain Income Guidelines.	Reference Utility	Unknown	Y	ASI has loaded the SFY12 Income Guidelines.
Income Proof	A list of Income Proof sources.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Marital Status	A list of options for the Marital Status dropdown on the participant folder.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Maximum Allowance Exceptions	Maintain Maximum Allowance Exceptions for WIC foods.	Reference Utility	Unknown	Y	The SoA will need to review the list and and/remove as appropriate.

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
Medicaid ID Proof	A list of options for Medicaid Proof.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Notes Subject	A list of options for the subject of a note.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Other Proofs	A list of available options for “Other” proofs on the income calculator.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Override Reason	A list of reasons for overrides in the clinic module.	Reference Utility > Reference Dictionary	Unknown	Y	The SoA will review the list and add/delete as appropriate.
Reason Not Present	A list of reasons why a participant was not physically present.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Register to Vote	A list of options for Register to Vote question on the participant folder.	Reference Utility > Reference Dictionary	N	Y	The SoA will review the list and add/delete as appropriate.
Risk Factors	Maintain Risk Factors.	Reference Utility	Y	Y	The SoA will review the Risk Factor Matrix within SPIRIT to determine if any modifications or additions should be made.
SNAP Proof	A list of proofs for the SNAP program.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Special Rx Reason	A list of reasons for special Rx.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
State of Alaska Counties (Boroughs)	A complete list of boroughs within the state (name only).	Reference Utility	N	N	ASI has obtained a complete list of boroughs from the United States Postal Service.
State of Alaska Cities and Zip Codes	A complete list of cities and zip codes associated with those cities.	Reference Utility	N	N	ASI has obtained a complete list of cities and their zip codes from the United States Postal Service.

Parameter(s) / Value(s)	Description	Access Point	Data Conversion Available?	Defaults Pre-Loaded Into SPIRIT?	Disposition
State Use Questions	Maintain State Use Questions.	Reference Utility	N	N	The SoA will provide a list of questions and available responses to be included in the “Additional Info 1” sub-tab of the Demographics panel.
ST DFD Adjustment Factor Value	Unknown.	Reference Utility > Reference Dictionary	Unknown	Y	ASI will attempt to clarify this option with the SUG.
ST DFD Medicaid ID Length	The accepted length for the Medicaid ID number.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the item and modify/delete as appropriate.
TANF Proof	A list of proofs available for TANF program eligibility.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Term Reason	A list of reasons for participant termination.	Reference Utility > Reference Dictionary	Y	Y	The SoA will review the list and add/delete as appropriate.
Unit of Measure DD	Unit of measure options for unknown use.	Reference Utility > Reference Dictionary	Unknown	Y	ASI will attempt to clarify this option with the SUG.

## 67 Customizable Templates

SPIRIT provides a number of letters, notices and postcards that are customizable to fit the needs of the State of Alaska. For ease of review, ASI has included a directory of the templates and the path to the templates on the Alaska SharePoint site.

### 6-17.1 Customizable Templates – Path

Alaska WIC SharePoint > Deliverables > Gap Analysis > System Configuration Meetings > Template Choices > SPIRIT\_Templates.zip

### 6-27.2 Customizable Templates – Directory

File Name	Purpose	Recipient
AN001	Appointment Reminder – English - Letter	Participant
AN002	Appointment Reminder – English - Postcard	Participant
AN003	Appointment Reminder – Spanish - Letter	Participant
AN004	Appointment Reminder – Spanish - Postcard	Participant
AP001	Vendor General Application Letter - English	Vendor
AP002	Vendor Chain / Commissary Application Letter - English	Vendor
AP003	Vendor Pharmacy Application Letter – English	Vendor
AP004	Vendor Pharmacy - Chain Application Letter – English	Vendor
AP005	Vendor Waiting List Letter – English	Vendor
AP006	Vendor Interim Application Letter – English	Vendor
AP007	Vendor Application Approval – English	Vendor
AP008	Vendor Application Denial – English	Vendor
AP009	Vendor Contract Expiration Notice – English	Vendor
Application Letter – Franchise Independent	Vendor Franchise – Independent Application Letter – English	Vendor
CertNotice	Certification Notice	Participant
CH020	WIC Checks Replacement: Redeposit Notice - English	Vendor
CH021	WIC Checks Replacement: Not Replaced Notice - English	Vendor
CH022	Compliance Buy Checks - English	LA
CH023	Compliance Buy Violation / Meeting Request – English	Vendor
CH025	DUPLICATE: CH020 - WIC Checks Replacement: Redeposit Notice - English	Vendor
DQ040	Contract Termination – Store Closing – English	Vendor

DQ041	Contract Termination – Change in Ownership – English	Vendor
DQ042	Contract Termination – Withdrawal from Program – English	Vendor
DQ043	Notification to Food Stamps of WIC Disqualification – English	FSP / USDA
DQ045	Disqualification Notification – Final Notice – English	Vendor
MAN001	Missed Appointment Notice – English – Letter	Participant
MAN002	Missed Appointment Notice – English – Postcard	Participant
MAN003	Missed Appointment Notice – Spanish – Letter	Participant
MAN004	Missed Appointment Notice – Spanish – Postcard	Participant
MN060	Vendor Monitoring Visit – English	Vendor
MN061	On-Site Warning - English	Vendor
MN062	<BLANK>	
NG080	Price Survey Notification – Price Survey - English	Vendor
ON001	Pending Termination Notice – English – Letter	Participant
ON002	Pending Termination Notice – English – Postcard	Participant
ON003	Pending Termination Notice – Spanish – Letter	Participant
ON004	Pending Termination Notice – Spanish – Postcard	Participant
Prescription Formula Request Report	WIC Program – Prescription Formula Request – English – Letter	Health Care Professional
ST100	New Stamp – Code – Letter – English	Vendor
ST101	Replacement Stamp – Code – Letter – English	Vendor
ST102	Fee for Replacement of Lost Stamp – Letter – English	Vendor
TR120	Annual Vendor Training – Letter – English	Vendor
TR122	Special Training – Letter – English	Vendor
TR123	Orientation Training – Letter – English	Vendor
TR124	Vendor Training for All New Vendors – Letter – English	Vendor
TR125	Make-up Vendor Training for New Vendors – Letter – English	Vendor
TR126	Interactive Training – Letter – English	Vendor
TR127	DUPLICATE: NG080 (Slightly different verbiage) Vendor Price Survey – Letter - English	Vendor

## 78 Reports Comparison

The State of Alaska identified two (2) reports for field-level comparison: WIC 505a – Active Participation by Clinic and WIC 340 – Obesity in Children 2-5 yrs (USDA Risk 113). Unfortunately, the second report (WIC 340) does not have a comparable report in the “out-of-the-box” implementation of the Alaska WIC SPIRIT system. This report will need to be created prior to UAT utilizing the Ad-Hoc Report Generator.

The following AKWIC report, Active Participation by Clinic (WIC 505a) maps to the SPIRIT report labeled “Reported Participation WIC – Monthly Unduplicated” with several noted differences.

AKWIC Report	SPIRIT Report
WIC 505a – Active Participation by Clinic (see Figure 1)	Reported Participation WIC – Monthly Unduplicated (see Figure 2)
<u>Key Fields:</u> <ul style="list-style-type: none"> <li>Report Period (User selected date range)</li> <li>Agency ID, Clinic ID</li> <li>Breakdown by AKWIC Category (C, IB, IF, IP, W1, W2, W3, WB, WB* (Women w/ a partially breastfed infant), WP</li> <li>Agency Total</li> <li>Grand Total</li> </ul>	<u>Description:</u> The Reported Participation WIC – Monthly Unduplicated report is a month-by-month count of people who were issued at least one WIC food instrument for the reported month. Participants are counted in each month that they are issued a food instrument. Issuance is based on the participation date value, not the date the food instrument is printed.  <u>Key Fields:</u> <ul style="list-style-type: none"> <li>Report Period (User selected month)</li> <li>Agency or Clinic or State total</li> <li>Breakdown by Month across the top of the report (for the entire federal fiscal year)</li> <li>Last column “C/O AVG” averages the totals in each area against the months with data in the report.</li> <li>Monthly accounting identifier (e.g. “C/O” means that the month has been closed out)</li> <li>Row 1: Grand total for each month of the report</li> <li>Row 2: Grand total for all Women categories for each month of the report.</li> <li>Row 3-5: Individual Women categories (Pregnant, Breastfeeding, Non-Breastfeeding) for each month of the report.</li> <li>Row 6: Infant total for each month of the report.</li> <li>Row 7: Children total for each month of the report.</li> </ul>

Figure 1: (AKWIC) WIC 505a Active Participation by Clinic

WIC 505a

Active Participation by Clinic

Page 1 of 1

Version:08110913

Start Date: 10/1/2011

End Date: 11/1/2011

Printed: 11/18/11 8:43AM

Server : HSSWICANCDDBDATA

Database : WIC\_GENERIC

\* Breast Feeding Woman w/ Partially Breast Fed Infant

\*\* Infants Receiving Medicaid Benefits

Agency	Clinic	C	IB	IF	IP	W1	W2	W3	WB	WB*	WP	Grand Total
501	1	746	146	228	24	45	72	25	54	25	82	1447
501 Total		746	146	228	24	45	72	25	54	25	82	1447
Total		746	146	228	24	45	72	25	54	25	82	1447

Figure 2: (SPIRIT) Reported Participation WIC - Monthly Unduplicated

CLD026														RUN DATE: XX/XX/XXXX	
<STATE NAME DEPARTMENT OF HEALTH>														RUN TIME: XX:XX:XX	
REPORTED PARTICIPATION WIC - MONTHLY UNDUPLICATED														PAGE: XXX	
MONTH OF <MARCH 2003>															
<CLINIC OR AGENCY OR STATE TOTAL>															
	OCT 02	NOV 02	DEC 02	JAN 03	FEB 03	MAR 03	APR 03	MAY 03	JUN 03	JUL 03	AUG 03	SEP 03	C/O		
	C/O	C/O	C/O	C/O	30DY	ISSD							AVG		
UNDUPLICATED (SERVED BY I.D.)															
TOTAL	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX							XXX,XXX		
WOMAN TOTAL	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX							XXX,XXX		
PREGNANT	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX							XXX,XXX		
BREASTFEEDING	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX							XXX,XXX		
NON-B/F	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX							XXX,XXX		
INFANT TOTAL	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX							XXX,XXX		
CHILDREN TOTAL	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX							XXX,XXX		
*** END OF LISTING ***															

\*Note: This report sample is from the digital DFDD (SPIRIT v2.13.07). ASI does not have enough data in the test environment to generate a more complete report.



### ~~7.18.1~~ *Key Differences*

- The SPIRIT report, regardless of the month selected during report generation displays the entire federal fiscal year.
- The SPIRIT report notes whether the month displayed has been closed out (C/O), is in status (e.g. review)(30DY) or is the issue month (ISSD).
- The AKWIC report allows the user to select more than one agency and is not required to select all. In contrast, the SPIRIT report will display only 1 clinic or 1 agency or the entire state at a time.
- The WIC category identifiers, a known transition for the State of Alaska displays in the AKWIC report - the current WIC Category identifiers; the SPIRIT report contains the new category identifiers.
- The C/O AVG column, which does not appear in the AKWIC report, is calculated by totaling the values in the row for closeout months and dividing the accumulated total by the number of closeout months included.

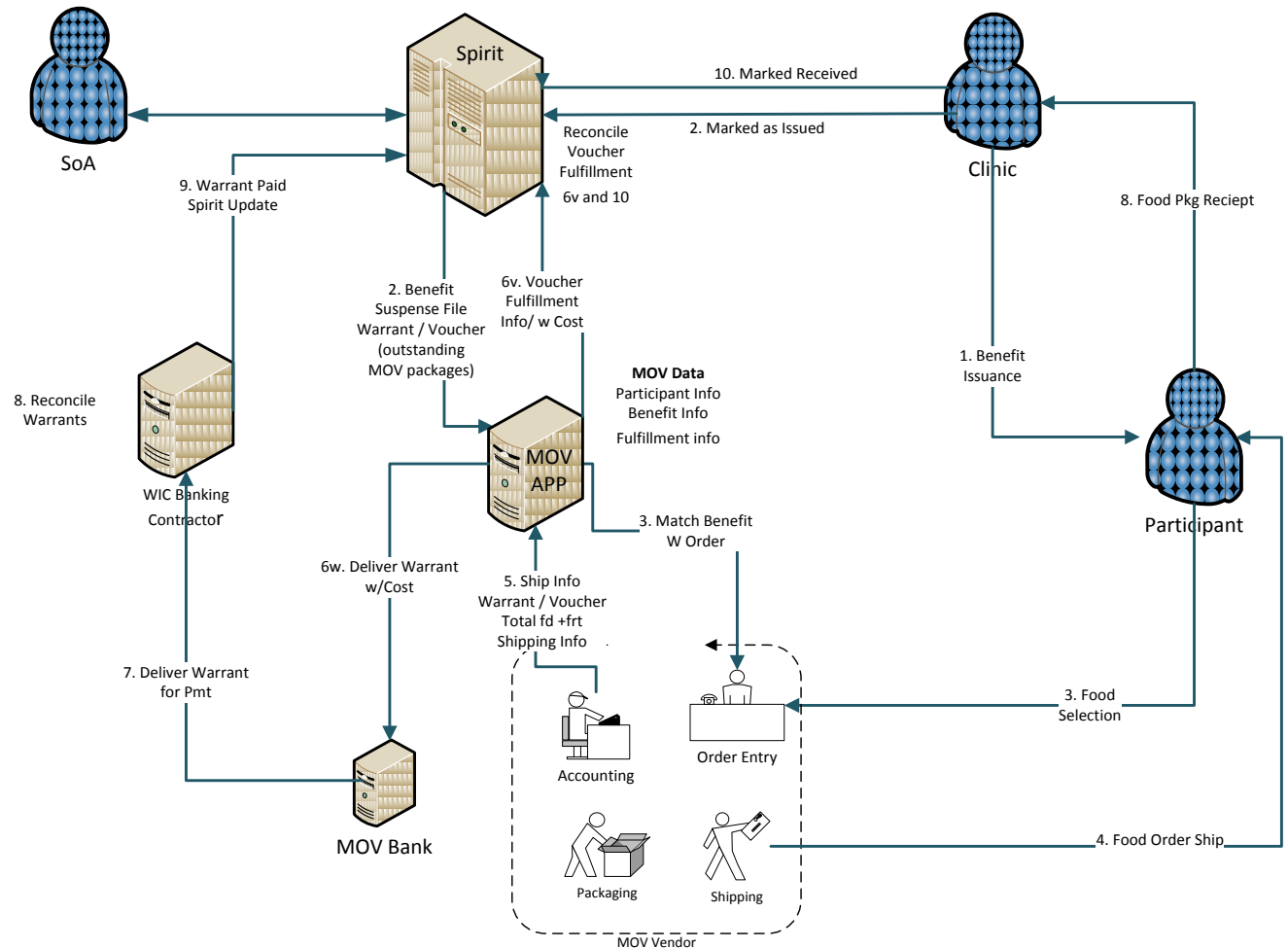
## 89 Appendix

### 8.19.1 Risk Factors Matrix

A detailed explanation of each risk factor and the criterion that SPIRIT utilizes to assign the risk code can be found in the Risk Factors Matrix provided by FNS and is located here:

[http://www.fns.usda.gov/apd/library/SPIRIT\\_PDFs/DFD/Appendix/D-Ris\\_%20Factors\\_Matrix.pdf](http://www.fns.usda.gov/apd/library/SPIRIT_PDFs/DFD/Appendix/D-Ris_%20Factors_Matrix.pdf)

### 8.29.2 MOV Conceptual Diagram (for reference only)



### 9.3 MOV Alternatives

The document linked below describes the Mail Order Vendor Alternatives which are part of this GAP Analysis deliverable.

[SoA Internal Link](#)

[External Link](#)

## **9.4 Banking Interface Overview**

The document linked below describes the each file required by the Alaska WIC SPIRIT system and its associated layout.

[SoA Internal Link](#)

[External Link](#)

## **8.39.5 Assistance**

ASI wishes to thank the following DHSS resources for their hard work, commitment and dedicated input to the completion of this document (in alphabetical order):

- Alice Albrecht, Project Assistant
- Annie Whittey, Administrative Officer, Financial Management
- Bart Goode, WIC Analyst / Programmer
- Becky Carrillo, Assistant WIC Director
- Chera Boom, FMS Information Systems Business Applications Manager
- Dana Kent, Clinic Operations Coordinator
- Elaine Nisonger, WIC Community & Family Nutritionist
- Fatima Hoger, WIC Nutritionist
- James Pietan, Network Specialist
- Kathleen Wayne, WIC Program Director
- Nove Barril, WIC Accounting Technician
- Pat Nault, WIC IT Project Manager
- Sandra Harbanuk, WIC Vendor Coordinator
- Terry Hoskinson, AK WIC Project Assistant

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## 1011 Signature of Acceptance

Please sign and return this page to AnalyzeSoft, Inc. via one of the methods below:

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This document, "AK-DHSS-WIC\_GAP-Analysis\_20120131\_Final\_JJ" is accepted as complete by the State of Alaska in accordance with the provisions and requirements stated on page 24, section 1.6 GAP Analysis in RFP 2011 0600 9985 issued February 3, 2011.

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Patricia Nault, State of Alaska IT Project Manager  
WIC SAM SPIRIT Implementation Project

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Date

